



Cobh & Harbour Chamber



#JOB-2439651

COBH & HBR CHAMBER OF COMMERCE,



Market House, Roger Casement Sq, Co. Cork,
P24 HP29



No of positions : 1



Paid Position



30 hours per week



To be Confirmed



23/03/2026



13/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : rachel.walsh@cobhharbourchamber.ie



Open your camera app & point here to view this ad online



Supervisor – Cobh & Harbour Chamber

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Role Overview:

The Supervisor plays a central role in supporting the day-to-day operations of Cobh & Harbour Chamber.

This position is responsible for coordinating administrative, operational and communication activities, and assisting in the delivery of Chamber initiatives, events, services, and Cobh Tourist Office.

The role requires a highly organised and proactive individual who can work independently while supporting the Chamber Executive and wider business community.

Key Responsibilities:

Office & Operational Support

Oversee the daily running of the office

Support the smooth delivery of Chamber activities and services

Maintain organised systems and administrative processes

Membership Support

Assist with membership administration including onboarding and renewals

Act as a point of contact for member queries

Support member engagement initiatives

Events Management

Manage the planning and delivery of Chamber events

Coordinate event logistics including suppliers, venues and bookings

Support sponsorship coordination where required

Finance Administration

Support budget tracking and record-keeping

Oversee invoicing and assist income tracking

Provide administrative support for financial reporting

Communications & Marketing

Oversee the preparation of weekly newsletters

Support social media content and scheduling

Update website content including events and news

Assist with drafting press releases and communications

Governance Support

Prepare agendas and documentation for meetings

Support the coordination of Chamber Council meetings

Provide administrative support to the Executive Committee

Stakeholder & Community Engagement

Support communication with members, stakeholders and local businesses

Assist with coordination of stakeholder activities and initiatives

Staff & Office Coordination

Support rostering and coordination of the staff in the Chamber and Tourist office

Assist in maintaining a professional and welcoming office environment

Please note that this is not an exhaustive list and reflects the core responsibilities.

Requirements:

2–3 years' experience in a supervisory position, management, or a similar role.

Strong organisational and multitasking skills with excellent attention to detail.

Confident using Microsoft Office, digital tools

Digital marketing experience

Excellent written and verbal communication skills.

Ability to work independently, use initiative, and manage multiple priorities.

Proven ability to support events, meetings or community-facing activities.

Professional, friendly and customer-focused manner.

Please send your CV and a brief cover letter outlining your suitability to:

Rachel Walsh at rachel.walsh@cobharbourchamber.ie

Expected start date: May 2026

- **Sector:** administrative and support service activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Initiative, Management, Working on own Initiative