



LETTERKENNY CHAMBER OF COMMERCE

& INDUSTRY



#CES-2447348



LETTERKENNY CHAMBER OF COMMERC,

Grand Cent, Canal Rd, Letterkenny, Co.

Donegal, F92 EK7Y



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



27/04/2026



08/06/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Receptionist/Clerical Officer (Admin department)

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

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Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

Receptionist, computer skills, basic bookkeeping, general office duties, selling ShopLK gift cards and operating a till.

Based in the Letterkenny Chamber office.

email your interest to Dmytro at dmytro@letterkennychamber.com

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