



IRD North Mayo West Sligo Ltd



#CES-2460603



ballina chamber of commerce Pe, Pearse

Street, Ballina, Co. Mayo, F26 R62W



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



29/07/2026



09/09/2026

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](#)



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



Chamber of Commerce Administrator

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.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

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

The Office Administrator plays a vital support role in ensuring the smooth operation of the Chamber's administrative, membership, communications and event-related functions. The role involves acting as a first point of contact for members and the public, maintaining records, supporting events and assisting senior staff in daily operations.

Key Responsibilities

Member and public relations

Respond to membership enquiries (by phone, email, in person), process new applications and renewals.

Maintain accurate member database; track membership status, benefits, and contact details.

Provide information about Chamber services, events, programmes to members and prospective members.

Liaise with members regarding upcoming events, sponsorships, and collaborative opportunities.

Office Administration and operations

Manage general office duties: answering phones, managing incoming/outgoing mail/correspondence.

Maintain office supplies, coordinate with vendors/suppliers.

Organise filing systems (digital and physical), ensuring document control and archiving.

Maintain and update calendars, schedules, appointments for senior staff.

Communications and marketing support.

Assist with preparing and distributing newsletters, emails, social media posts.

Update website content or liaise with web-team.

Prepare promotional material for Chamber events, programmes, or initiatives.

Event and meeting coordination

Support the planning and execution of Chamber events (member meetings, workshops, networking, seminars).

Arrange logistics: venue booking, catering, invites, registrations.

Prepare agendas, take minutes for meetings (Board, committees, etc.).

Financial and record keeping support

Process membership fees, invoices, receipts.

Maintain financial records related to Chamber activities (invoices paid, expenses).

Assist in budgeting & reporting as required.

Other duties

Provide administrative support to senior staff / executive management.

Undertake ad-hoc tasks as needed to support the Chamber's work and strategic goals.

Ensure compliance with policies, e.g. GDPR, Health & Safety.

Excellent verbal and written communication skills.

Good interpersonal skills; friendly, professional, responsive to members and the public.

Proficiency in MS Office (Word, Excel, Outlook) and ideally experience with Membership / CRM databases desirable.

Attention to detail.

Ability to work independently and as part of a small team.

Familiarity with event coordination and social media use desirable.

Oral and written communication skills

Professional and friendly manner

Desirable for this position

A passion for people, tourism and community development

Willingness to learn, this is a developmental role

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