



McCloughan Gunn & Co.



#JOB-2475523



McCLOUGHAN GUNN & CO., The Mall,
Ramelton, Co. Donegal, F92 FE4E



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



16/10/2026



13/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : office@mcgrm.ie

Phone : 0749151005



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



Legal Assistant

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

Legal Assistants and Office Clerks will be required to perform clerical and administrative duties in the office, to work as part of the team in supporting business operations and assisting in the everyday running of the workplace. They would assist the administrative staff, by sorting mail, filing forms and documents, answering phones, greeting clients and scheduling meetings. One would also assist in the preparation of Court Papers, attending to filling at the Courthouse and gain further experience in managing files.

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]