



COUNTY DONEGAL EDUCATION SUPPORT CENTRE
Ionad Tacaíochta Oideachais Chondae Dhún na nGall

We are hiring an

Office Administrator x 2

(Grade 4 & Grade 3)

This role is offered on a One Year Fixed Term Contract

It is full time position for 5 days per week situated at Glenview Business Park, Carnamogagh Upper, Letterkenny

Candidates should possess –

- High proficiency in IT skills
- Excellent interpersonal and communication skills
- Strong attention to detail required when preparing projects, reports and databases
- Good knowledge of schools



Please email recruitment@donegaledcentre.ie for an application form.

The closing date for applications is **5.00pm Wednesday 14th of May 2025**

- Shortlisting for interview may apply
- Late applications will not be considered
- The Donegal Education Support Centre is an equal opportunities employer