

ADVERT ID 233240

## General

### Donegal Education Support Centre

Glenview Business Park Carnamogagh Upper Letterkenny F92V9KE  
<https://www.donegaledcentre.ie>



#### MAIN DETAILS

**Status:** Active  
**Level:** Other Education  
**Date Posted:** Wed Apr 30 2025 08:48:38  
**Application Closing Date:** Wed May 14 2025  
**Commencement Date:** Mon May 26 2025  
**Status of Post:** Fixed-term  
**Number of Vacancies:** 2

#### POST DETAILS

**Title:**

Administrator

**Description:**

The office administrator will ensure that the Centre's operations run effectively daily. They will ensure smooth handling of everything from incoming phone calls and emails to bookkeeping, record-keeping, or data entry into financial, personnel, and legal databases and records. They also maintain and organise the Centre's records.

The administrator will oversee ICT and Oide Courses, Clusters & Webinars

Liaise with tutors and project base on dates, venues etc.

Liaise with base centre regarding paperwork, numbers on courses

Liaise with outside venues with regard to setting up courses and advertise planned courses.

The administrator will also oversee the administration of summer courses.

Other duties include room bookings, liaise with the Department of Education and other Education Centres and , open and close the Centre.

#### APPLICATION REQUIREMENTS

- Referees (name, role, contact no.)
- Application Form

Applications may be submitted by

- Email

#### APPLY TO THIS JOB VACANCY

**Apply To:** Please email [recruitment@donegaledcentre.ie](mailto:recruitment@donegaledcentre.ie) for an application form.

**County:** Donegal

**Enquiries To:** [recruitment@donegaledcentre.ie](mailto:recruitment@donegaledcentre.ie)

**Website:** <https://www.donegaledcentre.ie>

**Application Form:** [Ad - Administrator.pdf](#)

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