



**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](mailto:recruitment@donegaledcentre.ie) for an application form.

The closing date for applications is **5.00pm Wednesday 14<sup>th</sup> of May 2025**

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