



Cairde Le Cheile

Friends Together Supporting People with Disability

Administrator – The Vestry, St.Conal’s Complex, Letterkenny

Cairde Le Cheile CLG is a not for profit Community & Voluntary Organisation whose remit is to provide sporting, social and employment opportunities for people with disabilities, as well as young people and senior citizens in County Donegal.

The Company is currently recruiting for the position of **Full-Time Administrator** for a minimum 2 year fixed term contract period under the Community Services Programme 2019-2021.

The Vestry, St.Conal’s Complex, Letterkenny

- **Administrator** – 2 year minimum fixed term Contract.
Eligibility - Applies under the CSP Regulations
 - People who are in receipt on long term unemployed payments
 - Disability payments or participating in Activation programs.
- The successful candidate will have responsibility for the administration and day to day running of the office, under the guidance and direction of the Facility manager.
- The Office Administrator need to have good Communications, Interpersonal and Organizational Skills, be motivated, flexible, team player who is confident in ensuring that all administrative duties are accomplished .

Relevant Office Administration experience essential 2- 3 years

To apply forward letter of application and CV to E-mail: clcvestrylk@gmail.com

The closing date for receipt of applications is 12th April 2019.

Job Description is available on the Cairde Le Cheile website: www.cairdelecheile.com and also e-mail: clcvestrylk@gmail.com

Cairde Le Cheile CLG is an equal opportunity employer.

Is fostóir comhdheiseanna é Cairde Le Cheile.



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