



Applications are sought for the following Community Employment positions

These following positions are a developmental opportunity, no experience necessary. Accredited training will be provided to support your career. Duties will include assisting staff in delivering a quality service to people with learning disabilities. Post is part of the Community Employment Scheme.

Clerical Assistant Ballina

The Clerical Officer will join the Administration Department and will work as a member of the team providing secretarial support where necessary

Duties to include administrative support and provide reception cover, as required – mainly afternoons.

Good typing skills are desirable, computer skills and knowledge of Microsoft Office is essential.

The candidate must be well organised, conscientious, be reliable and possess good communication skills.

Applicants must supply suitable character references and be prepared to complete a Garda vetting application form.

APPLICANTS MUST SUPPLY SUITABLE CHARACTER REFERENCES AND BE PREPARED TO COMPLETE A GARDA VETTING APPLICATION FORM.

(Eligibility to participate on CE is for those who are 21 years of age or over and in receipt of an Irish social welfare payment for 1 year or more.)

*Informal enquiries and further information available from
Breeta Gallagher – 094 9029123 or bgallagher@westerncare.com*

**Applications by current C.V. to:
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Tel: (094) 9025133 Fax: 094 9025207
Website: www.westerncare.com**

Western Care Association is an equal opportunities employer