

*Applications are sought for
Community Employment position*

The following position is a developmental opportunity.
Accredited training will be provided to support your career.

Clerical Assistant Castlebar

The Clerical Assistant will join the Finance Department
and will work as a member of the team providing
secretarial support where necessary.

Duties to include data inputting and administrative support.

Attention to detail skills are highly 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.**

**(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:
Breeta Gallagher, Western Care Association,
John Moore Road, Castlebar, Co. Mayo
Tel: (094) 9025133 Fax: 094 9025207
Website: www.westerncare.com**

Western Care Association is an equal opportunities employer