

*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 Administration Department and will work as a member of the team providing secretarial support where necessary. Duties to include administrative support and to provide reception cover in afternoons as required. 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:
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