



Company Details Confidential



#JOB-2403684

DEPT OF EMPLOYMENT AFFAIRS AND,



UNIT 1/2, River View, Main St, Ballinasloe, Co.

Galway, H53 W274



No of positions : 1



Paid Position



18 hours per week



To be Confirmed



21/07/2025



25/07/2025

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Clerical Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Part time Clerical position. Candidate should have good computer and communication skills. Good numeracy and written English essential. Be motivated and flexible.

- **Sector:** information and communication

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Customer Service
- **Competency Skills:** Flexibility, Initiative, Teamwork
- **Languages:** Irish B2-Upper intermediate