



Western Care Association



#CES-2457621



WESTERN CARE ASSOCIATION, John

Moore Road, Castlebar, Co. Mayo, F23 H726



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



10/07/2026



21/08/2026

How to register your interest

To register your interest, take note of the scheme reference number and contact an Employment Personal Advisor (EPA) in your [local Intreo Office](#)



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Western Care Association Clerical Assistant (Castlebar)

Application Details

Eligibility to participate on CE is generally linked to those who are 21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups. Your eligibility will have to be verified by the Department.

To register your interest you can contact an Employment Personal Advisor (EPA) in your local Intreo Centre.

Job Description

Duties

This is a developmental opportunity, no experience necessary. Accredited training will be provided to support your career.

The Clerical Assistant will join our Administration team and will work as a member providing admin support. Duties include typing, data inputting, e-filing, scanning documents, archiving data, customer service, answering calls, using Microsoft packages and all other admin duties as required. Attention to detail skills are highly desirable. Basic computer skills and knowledge of Microsoft Office is essential. The candidate must be well organised, conscientious, be reliable and possess good communication skills. They must respect confidentiality and be efficient and flexible. Garda Clearance is necessary for this role. Ideally work 19.5 hours over 3 days per week in our Castlebar office.

- **Sector:** administrative and support service activities