



Western Alzheimers (Mayo)



#CES-2459049



WESTERN ALZHEIMERS, Ballindell East,
Ballindine, Co. Mayo, F12 PY99



No of positions : 1



Community Employment Programme



19.5 hours per week



[Community Employment Programme Rates](#)



20/07/2026



31/08/2026

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](#)



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



Administration Staff Western Alzheimer's Ballindine

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.

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

Job Description

Duties

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

Responsibilities will include assisting with reception duties in addition to typing, updating information and maintaining records on our data base. The successful candidate will work as part of a team that interacts with our clients & families regularly, administrative tasks associated with our Alzheimers/Dementia services, and other appropriate and relevant office duties as they present themselves. Good IT skills and knowledge of word/excel needed. It is vital to us that our clients experience a warm and welcoming, confidential and professional service when they contact us. Comprehensive induction training will be provided and you must be willing to work towards a QQI Level 5 major award in office administration or equivalent professional qualifications. We will encourage and provide a supportive environment to ensure that every staff member can progress in their career which will afford you an excellent opportunity to gain full time employment.

Full details from Western Alzheimer's office, Ballindine, Mayo on 094 - 9364900 or email CV to sineadmooney@westernalzheimers.ie

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