



EmployAbility Northwest Ltd

delivers a Supported Employment Service for jobseekers with disabilities, impairments, mental ill health, and varying health conditions throughout Sligo, Leitrim, and Donegal.

**We are currently recruiting
Reception / Clerical Support Worker
Part time post
Based in Sligo Town**

We are seeking a skilled and experienced Reception / Clerical Support worker to join our team in Sligo. The position is on a part time basis for our small dynamic team in Sligo.

The ideal candidate should have experience in Microsoft Office, and proficient in Excel, data entry and strong attention to detail and accuracy is key.

If this is something you would like to do, please refer to our website www.employabilitynw.ie for a job description, or informal enquiries and a job description please contact Ciara White on ciara@employabilitynw.ie

Closing date for this post is 3.00pm Thurs 13th June 2024 with a Cover Letter and CV to ciara@employabilitynw.ie shortlisting will apply. Interviews to take place on the 26th and 27th of June. A panel will be formed from this process.



An Roinn Coimirce Sóisialaí
Department of Social Protection

EmployAbility Services are funded by the Irish Government through the Contracted Public Employment Services.