



**Irish Shows Association**  
www.irishshows.org

### **Part-time Clerical Assistant for Irish Shows Association (ISA)**

The Irish Shows Association (ISA) is the officially recognised body representing Irish Agricultural Shows on the island of Ireland. More than 130 affiliated agricultural shows run throughout the Summer and into the Autumn each year.

We are currently seeking to recruit a **Clerical Assistant to work remotely and part-time for approx. 20 hours per week**. The role is to provide clerical support to the Association's National Secretary and National PRO.

This position has the potential to lead to full-time employment in the future.

#### **Areas of Responsibility include but are not limited to**

- General clerical and admin support
- Data entry - Formulating and maintaining databases.
- Assist with marketing and promotional clerical work.
- Content Management of website, including updating of results.
- Processing documentation for funding.
- Working towards deadlines

#### **Skills and Experience required by Ideal Candidate**

- A good level of computer and typing skills.
- Proficient in Outlook, Excel, Word & Publisher
- Strong accuracy and attention to detail
- Trustworthy, with a strong sense of confidentiality in relation to company data
- Knowledge of agriculture show activities an advantage but not essential.
- Must be proficient in the English language, both spoken and written.
- Have a positive attitude to work.

Please apply with a cover letter, CV, and two named referees outlining your experience to Jim Harrison, ISA office Tullyraghan, Drumakill, Castleblayney, Co Monaghan or by email to [jimharrisonisa@gmail.com](mailto:jimharrisonisa@gmail.com)

**The closing date for applications is Friday 21<sup>st</sup> July at 5 pm.**  
**Applications can be posted or emailed.**