



Gilligan Black Recruitment Ltd



#JOB-2406536



Co. Laois,



No of positions : 1



Paid Position



40 hours per week



30000.00-36000.00 Euro Annually



11/08/2025



08/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : theresa.black@gilliganblack.ie



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



Customer Service Administrator

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

Customer Service Administrator

Portarlinton, Co. Laois

Temporary (Ongoing)

€30 - 36k

Great opportunity for an experienced customer services administrator who is immediately available to join this leading organisation based in Laois. The role is to cover a busy period so will be week to week on going.

Your role will involve, answering queries from customers over the phone, taking orders from customers, following through on the system, upload invoices, Update warehouse system, general admin and supporting colleagues.

It is essential you have at least 12 months experience in an office environment in a customer focused role.

If you are available immediately and are conveniently located to Portarlinton apply now for immediate consideration.

- **Sector:** electricity, gas, steam and air conditioning supply

Career Level

- Entry Level