



EMERALD HEALTHCARE LIMITED



#JOB-2416086



12 Orchard Business Centre, Orchard Avenue,
Citywest Bus Campus, Dublin 24, D24 HA26



No of positions : 1



Paid Position



35 hours per week



Negotiable



13/10/2025



10/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : larry@emeraldhealthcare.ie



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



Internal Sales/ Customer Service Advisor

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

This role requires a professional, enthusiastic person to perform internal sales and administrative tasks which include sending mailshots, cold calling customers, preparing quotations, purchasing and customer follow ups. You will be responsible for an entire product range, supplying into the public and private healthcare industry. You will report directly to the management team and must be able to submit progress reports when required.

The successful candidate must be, at a minimum, proficient in Microsoft Office and must speak fluent English. Basic training will be given but some experience in a similar role is required. Working hours: Mon-Fri 9am-1pm.

If you are interested in applying please email your CV to larry@emeraldhealthcare.ie. Please DO NOT contact us by telephone.

- **Sector:** human health and social work activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Sales/Marketing
- **Competency Skills:** Initiative, Time Management, Working on own Initiative
- **Specialising In:** microsoft office
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres

