



Company Details Confidential



#JOB-2421833



AN POST, Stillorgan Post Off, Stillorgan Vill
Ctr, Stillorgan, Co. Dublin, A94 TD30



No of positions : 1



Paid Position



30 hours per week



Competitive



21/11/2025



19/12/2025

How to apply

Application Method :

Not available



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app & point here
to view this ad
online



Post Office Clerk (30 hours Min)

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 may suit candidates who meet the JobsPlus eligibility criteria (as determined by the Department of Social Protection).

We are seeking a reliable, organised and customer-focused Post Office Clerk to join our busy team. This is a hands-on role in a fast-paced environment, involving high levels of responsibility, accuracy, and daily interaction with the public.

You will support the operation of the post office by processing transactions, handling cash, assisting customers with a wide range of An Post services, and participating in opening/closing routines. We are looking for someone who takes pride in doing things correctly, enjoys structure, and thrives in a customer-facing environment.

Experience that would be an advantage;

Minimum 1 year experience in a customer-facing role (e.g. retail, banking, post office, hospitality, or similar).

Experience in cash handling and working with tills or financial transactions.

Experience working in a busy environment with responsibility for accuracy and compliance.

Previous experience opening/closing premises or key holder duties is an advantage.

Fluent English required (spoken and written).

Full, unrestricted permission to work in Ireland (must be eligible for permanent employment with no hourly or weekly visa-based restrictions).

Basic computer literacy.

Qualifications:

Leaving certificate or equivalent,

Strong customer service skills,

Ability to work independently and as part of a team,

Good communication and organisational skills,

Basic computer skills.

- **Sector:** financial and insurance activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Financial
- **Competency Skills:** Flexibility, Teamwork, Time Management, Working on own Initiative