



CYCLONE Corporate Services Group Ltd



#JOB-2430268



Argus House 1-9 Blackpitts, Dublin 8, D08

CTX3



No of positions : 1



Paid Position



37.5 hours per week



28000.00 Euro Annually



22/01/2026



19/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : ops@cyclone.ie



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



## Customer Services Agent

### 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

Role and responsibilities:

Respond promptly to customer inquiries via phone, email, and chat.

Provide accurate information and assistance to customers regarding services, orders, and account inquiries.

Take bookings from customers by phone and process orders accurately

Collaborate with team members and other departments to ensure seamless customer service delivery.

Daily use of various in-house and external systems.

Adhere to all company policies, procedures, and safety guidelines.

Deal with third party carriers when required.

### Requirements

Good command of the English language, oral and written

Strong communication, customer service and problem-solving skills

Job Type – Full Time

Hours: 9am to 5.30pm (Monday to Friday)

- **Sector:** transportation and storage

### Career Level

- Entry Level

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service

- **Competency Skills:** Initiative, Teamwork

- **Languages:** English C2-Master (Fluent)