



BISHOPSTOWN PHARMACY LIMITED



#JOB-2466991



O'SULLIVAN'S PHARMACY, 2 Oakfield Lawn,
Ballinlough, Cork, Co. Cork, T12 Y3EC



No of positions : 1



Paid Position



28 hours per week



To be Confirmed



01/09/2026



14/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : lorraine@osullivanspharmacy.ie



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



Post Office Assistant

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

We are hiring for a Post Office Assistant for 3.5 days per week plus holiday cover, in our Post Office in Ballinlough, Cork.

The main purpose of the role:

Ensure the post office operates efficiently and effectively at all times and ensure cash is secured and balances correctly.

The ideal candidate will have/be:

Experience in a similar position is an advantage

Minimum 1 years experience in a cash-handling role

Excellent numerical skills

Excellent communication skills

Main duties:

Maintain all security measures, ensuring all valuables are kept secure

Maintain confidentiality at all times

Display timely and exceptional Customer Service skills.

Reconcile daily cash in line with post office procedures

Conduct daily safe counts

Benefits

Competitive salary available.

Pharmacy discount(Post Office is on the premises of a pharmacy)

Free Parking

Second member of staff working most days in the Post Office.

Closing date is Monday 14th of September 2026

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification **OR** Cash handling skills

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Financial
- **Competency Skills:** Collaboration, Flexibility, Initiative, Teamwork
- **Specialising In:** cash handling; customer service
- **Languages:** English C2-Master (Fluent)