



The Irish Times



#JOB-2470672



THE IRISH TIMES, 4080 Kingswood Road,
Citywest Bus Campus, Dublin 24, D24 EW64



No of positions : 1



Paid Position



39 hours per week



20.26 Euro Hourly



17/09/2026



15/10/2026

How to apply

Application Method :

Not available



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



Category 1 Operative

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

Main accountabilities include but are not limited to the following:

- Operation of all mailroom equipment including inserting and trimming equipment
- Use of all ancillary equipment including forklift and flexi-roll trucks as required
- Cleaning and removal of waste to ensure work areas are kept clean and tidy
- The completion of all records as required by your supervisor
- Assisting printers, fitters and electricians as required
- Training in relation to all Citywest machinery and equipment
- Preparation of reels and all reel-stand operations
- Such further or other duties as may be allocated by your Team Leader / Supervisors / Managers from time to time

- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]