



Iram Postal & Business Services



#JOB-2475637

An Post, James's St Post Off, Chandlers



Guild, 169-171 James's St, Dublin 8, D08

P029



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



19/10/2026



16/11/2026

How to apply

Application Method :

Not available



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online



Business Automation Executive

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

Iram Azam, T/A Iram Postal & Business Services, James Street Post Office, Chandlers Guild, 169-171 James Street, Dublin D08P029, require one Business Automation Executive for our Post Office outlet. The candidate should have 12 months min relevant experience and have an understanding of customer focused services businesses, the development and implementation of programs and services to enhance service value. Must be innovative in maintaining and introducing new management techniques Salary is €36,605 pa, based on a 39-hr week, Send your CV to HR at sohaik11@hotmail.com

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** Relevant Experience

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy
- **Competency Skills:** Flexibility, Initiative, Working on own Initiative
- **Driving Licence:** None:
- **Languages:** English C1-Advanced