



PERFORMANCE DYNAMICS LIMITED



#JOB-2476569



Spruce Avenue, Stillorgan Bus Pk, Co. Dublin,



No of positions : 1



Paid Position



12 hours per week



16.00-18.00 Euro Hourly



22/10/2026



19/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : brian@performancedynamics.ie



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



Customer Service and Admin (Part-time)

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're hiring someone to look after our parents, members and athletes, here at the gym four afternoons a week. Start as soon as possible.

WHO WE ARE

Performance Dynamics is a close-knit strength and conditioning gym in Sandyford, with a tight coaching team. Everyone knows everyone. We train athletes from age 10 up to adults playing at a high level. Our youth and adult athlete programmes run every weekday afternoon and evening.

THE JOB

You're the first person a parent meets and the voice they get on the phone. You answer the gym line and ring people back. You reply to messages on Instagram and to parents' emails. You book trials and follow up afterwards. When a member wants to change, pause or cancel, you sort it.

In the quiet moments there's some admin too: updating the timetable when a bank holiday or midterm changes it, and keeping our records straight on the booking system.

WHAT A GOOD WEEK LOOKS LIKE

Every parent who rang got a call back the same day. Every trial got booked. Anyone who came in with a question got sorted. You knew the members by name, and their parents too.

WHAT YOU'LL NEED

You've done customer service for a living: a clinic, a school office, a hotel desk, a shop, a local business. You've used a diary or booking system. You're comfortable on a computer: email, Excel or Google Sheets, and picking up new software without fuss. You're warm with people and you follow things through.

You don't need to know our software or have a fitness qualification. We'll teach you.

HOURS AND PAY

Monday to Thursday, three hours each afternoon somewhere between 3pm and 7pm, at the gym in Sandyford. 4 to 7 suits us best, but we'll agree the exact hours with you and then they stay the same every week. 12 hours a week. No Fridays, no weekends. Employee contract, holiday pay, a payslip every month.

€16 to €18 an hour, depending on experience. Free training at the gym too.

DON'T APPLY IF

- You can't do the same four afternoons every week, term time and holidays.
- Phones make you nervous.
- A close-knit gym, where everyone sees you and knows your name, sounds like too much.
- You'd rather sit quietly with a spreadsheet than deal with people.

DO APPLY IF

- You like a busy place and stay calm when the phone's ringing and someone needs you downstairs.
- You've a kid who plays sport, or you play yourself, or you just get it.

TO APPLY

Email brian@performancedynamics.ie with CUSTOMER SERVICE in the subject line. A few lines about yourself and the last job where you looked after customers. No CV needed to start. We'll ring you for ten minutes, and if that goes well you'll come in one afternoon and see the place.

- **Sector:** arts, entertainment and recreation

Career Level

- Experienced [Non-Managerial]