



VACANCY for PA's

Company Profile

Kendlebell Kimmage has been providing call centre services to small and medium sized companies since 2007. We provide outsourced customer service solutions to a large number of companies from our offices at KCR Estate in Kimmage, Monday to Friday from 8.30am to 6pm.

Further information on the company is available at its website at www.kbelloncall.ie

The company is currently recruiting a number of staff to work in its office in Dublin 12.

Job Spec for PA with Kendlebell Kimmage

- Administrative work including data entry for Kendlebell Clients
- Handling incoming calls & transferring to client if necessary.
- Typing messages and thoroughly checking accuracy of messages (spelling/transcription).
- Reconciling the number of messages taken on a daily basis.
- Taking sales orders\credit card details\handling customer queries\data input.
- Online diary management.
- Typing – Copy, audio typing. (Typing speeds of no less than 50 WPM with high accuracy rates.)

Application Process

Please apply by email to info@kbelloncall.ie attaching a copy of your up to date CV together with a brief cover letter explaining what appeals to you about this vacancy.