



Corporate Admin Exec Temps 2023

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WANTED ... super-organised temps, with a passion for great service.

Who are we?

Allgo Global Rewards is an award-winning Irish company that engages and motivates employees through reward & recognition. We provide business clients with bespoke recognition technology and market-leading rewards such as the tax-free Allgo Mastercard Gift Card. And for the craic, we run allgifts.ie - Ireland's largest gift voucher and experience website.

What's the role?

The role is all about making sure we provide the best possible service to our corporate and consumer clients in the busy gifting period coming up to Christmas.

What will my responsibilities include?

- Preparing Allgo Mastercard gift card orders for dispatch to Irish business clients.
- Personalising and printing AllGifts.ie vouchers and dispatching to customers.
- Handling phone, email, and chat queries from corporate and consumer customers.
- Processing individual orders for gift cards, digital codes, and products for end users.
- Forwarding hamper orders to suppliers in Ireland, USA and Australia.
- Invoicing corporate clients.
- Processing corporate sales queries.
- Other office admin duties as required.

What type of person are you looking for?

Our ideal person will-

- Be a quick learner, and show high attention to detail.
- Be enthusiastic, friendly and helpful.
- Have some experience in a similar customer service or admin role.
- Enjoy interacting with customers - both corporate and consumer.
- Be highly competent with Microsoft Office products.

What are the details?

We have a number of temp roles, starting between 16th Oct 2023 and 13th Nov 2023, and continuing to between Dec 24th 2023 and 5th Jan 2024.

The standard working week is Monday – Friday 09:00 – 17:30, with an hour (unpaid) for lunch, giving a total of 37.5 standard hours per week. There is plenty of opportunity to earn more by working longer hours and in December we increase our workload to 6 days per week, however the choice of working a Saturday or a Sunday is all yours!

Allgo normally offers extended contracts to good temps, and we also normally have some permanent roles in January that we offer to the very best temps.

Why work in Allgo Rewards?

- We offer flexible start and end dates.
- We pay €15 per hour, with plenty of opportunity to work additional hours if you wish to increase your earning potential.



- You will receive a tax-free bonus of an Allgo Mastercard Gift Card when you successfully complete your contract.
- You'll receive full training and gain hands-on experience from day one as you develop relationships with some of the biggest companies in Ireland and internationally.
- You could potentially be offered a permanent role in Allgo after your temp contract ends.
- You'll love the buzz of working with our enthusiastic, dynamic team in our city centre location in the Digital Hub.

For More Info

Check out our websites - allgo.ie and allgifts.ie

To Apply

Please send your CV to jobs@allgo.ie