



ESB – A Brighter Future

At ESB, we believe that electricity is an enabler of societal and economic well-being and every citizen should have access to secure, sustainable and affordable electricity supplies.

ESB is using its resources in developing a brighter future for all, by investing in its people, working collaboratively with partners to enhance the lives of its customers, driving economic progress and thereby bringing about a more sustainable future.

ESB staff have a proud tradition of providing customer service, often in challenging conditions. This commitment has been a priority since our foundation over 90 years ago and continues to inspire us in our mission to bring sustainable and competitive energy solutions to all our customers.

ESB Traineeship Programme 2019

Now in its 14th year and to date we have been able to offer 133 participants experience and training in a modern business environment.

The Traineeships are for 6 months duration and are Paid employment opportunities.

Traineeship No.	EXT/2019/TP2
Traineeship Title	Admin Station Support Team
Role Type	Admin / Clerical
Traineeship Work Location	Aghada Generating Station, Aghada, Co. Cork
ESB Business Unit	Generation & Trading

Key Responsibilities

Working within a multi-disciplinary team, completing project type tasks as assigned. These tasks include stock checks, data entry, stores support, purchase orders goods receipting, contractor system support and general administrative duties.

Qualifications

Essential: IT Training Completed – ECDL or Equivalent.

Desirable: A Business Qualification

Essential/Desirable

Good Communication Skills, both written and oral, in order to complete a range of activities. Good computer literacy, especially Excel. Flexible attitude to work. Familiarity with SAP would be a bonus.

Location

Aghada Generating Station, Aghada, Co. Cork

(Please note: Aghada Generating Station is approx. 15km from Midleton, Co. Cork and as such you may require your own transport to get to and from the station as there is a very limited bus service, i.e. Cork Bus Station to Whitegate)

Duration of Traineeship

- **6 months**

No. of hours per week

- **36 ¼**



Please Note

- CV's must include your contact email address, which ESB will use for all correspondence
- All CVs to be sent to AHEAD
- Closing Date for CV's is
- Traineeships will begin in October 2019

Please advise if you require any accommodations or supports to assist you, if you are called to attend at interview.

ESB is an Equal Opportunity Employer



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