



NOW HIRING!!

Opening in May 2016 the Irish Family History Centre operated by Eneclann, Ireland's leading genealogical services provider, is currently seeking experienced applicants for Genealogy Expert positions. Selected candidates will be invited for interview at the beginning of April. We expect these roles to be filled by end of April.

IRISH FAMILY HISTORY CENTRE GENEALOGY EXPERT REQUIRED

Genealogy Experts will be an integral part of a new team who will be creating a unique experience for those seeking to discover and create their Irish family tree. This role requires expert knowledge of the Irish Genealogical sources available and delivery of excellent customer service.

The Irish Family History Centre Genealogy Experts will be involved in ensuring a smooth, efficient, professional and friendly experience for all customers.

Attributes required:

- Experience in carrying out Genealogical research
- Previous experience in a customer facing role
- Ability to work in a team
- Flexibility (The centre operates 7 days per week)
- Punctuality and reliability
- Warm and friendly personality
- Have a keen interest in providing exemplary customer service

Job Requirements

- Ability to assist customers in discovering their family history in Ireland.
- Be focused on providing exceptional levels of customer service
- Ensuring smooth management of customer numbers during peak times
- Being a proud ambassador for the Irish Family History Centre
- Display flexibility in work hours and work tasks
- Availability to work at weekends and bank holidays when rostered

Skills

- A degree in History (with a primary focus on Irish History), or a university qualification in genealogy
- Computer and Internet literate
- Excellent communication skills
- Time management and organisational skills

If you do not meet the essential requirements as outlined in this advert, we regret that we will be unable to process your application

Please send your CV and cover letter to the Head of Irish Family History Centre

fiona.omahony@eneclann.ie

Closing date for entry is Friday 18th of March