



SIRO Corporate Affairs Intern

SIRO is a joint venture company, between ESB and Vodafone to build a 100% fibre-to-the-building broadband network with speeds of up to 1000 Mbps, propelling Ireland into the ranks of the world's fastest broadband countries.

Launched in May 2015, this is an opportunity to join an exciting company with ambitious plans to become a significant player in the Irish telecommunications market.

Reporting to our policy manager this role is a great opportunity to develop your career within an exciting and dynamic company.

Role Description: Corporate Affairs Intern

Duration: 3 Months

Key Responsibilities:

- **Monitor activities on the 'INFO@SIRO' email account.** The INFO@SIRO email account is one of two major communications channels with customers, potential customers. It receives approximately 160 emails a month from general queries to complex complaints.
- Manage all queries and complaints, escalating where necessary
- Produce quarterly reports

Other Duties

- Support team when organising events
- Assisting with internal communications (intranet)
- General research

Key Skills Required:

- Strong communication skills
- Research and writing skills
 - including content, grammar and editing
 - ability to do basic desk research

- o attention to detail
- Strong interpersonal skills
- Ability to work on own initiative
- Computer skills (in particular Excel, PowerPoint and openness to learning new programmes)

Location: Carrickmines, Dublin 18

Note: We are currently working fully remotely in line with government guidelines. We expect to transition to hybrid working model when we can return which is likely to require attendance at the office 2-3 days per week.

Please send your cv and a covering letter to: blanaid.oregan@siro.ie

We are an inclusive employer and welcome applications from people of all backgrounds and abilities. Please let us know if you require reasonable accommodation for the interview process and we will do our utmost to accommodate you