



VACANCY

Logistics & Sales Administrator

Irish Cement Limited is seeking applications for the position of a Logistics & Sales Administrator for a two year fixed-term contract based in our Head Office in Drogheda.

Irish Cement Limited is a fully owned subsidiary of CRH plc and has manufactured cement in Ireland for over 85 years. It operates two cement-manufacturing facilities, one situated in Platin, approximately 5km from Drogheda, Co. Louth and a second in Castlemungret, Co. Limerick. Production uses the most advanced, energy-efficient technology to create a range of high-quality cements to the highest Irish and International standards.

The successful applicant will be based in our Head Office in Platin and report to the Technical Marketing Manager.

The key responsibilities of the position are:

- Provide relief support to Product Dispatch, managing day to day logistics for the supply of bulk and bagged cement.
- Correspondence with customers on sales and technical queries.
- Administrative support to the Technical Marketing department.
- Provision of technical reports and literature to customers and other stakeholders.
- Management of logistics regarding delivery and receipt of samples.
- Develop and maintain strong customer relationships.
- Administration of company advertising and websites.
- Management of library and filing systems.
- Organisation of events and meetings.
- Assist with Reception duties including welcoming visitors and directing calls.

The above list is not exhaustive. The successful candidate will be expected to perform duties as necessitated by the changing role and the overall business objectives of the Company, as directed.

Candidates should preferably possess:

- Proven ability to manage logistics and engage with customers and hauliers.
- Proven IT skills and ability to work with logistics management systems.
- Excellent communication skills as evidenced by previous work experience.
- Evidence of working in an environment where strong relationship building skills are required.
- Flexibility to move between logistics and sales administration roles as required.
- A work history of contributing and adding value to the overall performance of a previous employer.
- Fluent English speaker, written and spoken.
- A relevant qualification and experience in a similar role.

Outstanding candidates who do not possess all the above criteria may also be considered.

This vacancy provides an exciting opportunity for the successful candidate to join a multi-national organisation with business interests in the building materials sector across the world.

Candidates wishing to apply can submit a current curriculum vitae before Friday 6th October 2023 to careers@irishcement.ie using the subject heading; “Logistics & Sales Administrator”.

Visit www.irishcement.ie/careers for more information.

