

Job Description

Supply Chain and Sustainability Co-Ordinator

ESI Technologies

Role Purpose:

Reporting to the Supply Chain Manager, this is an administrator role within the Supply Chain division with responsibility for the following business as outlined below.

Duties of the Role include:

- Administration support & sales/purchase order processing to all company sales divisions.
- Check incoming customer orders against sales quotation and ESI policies.
- Expediting of customer Purchase & Sales orders, with related supply chains.
- Running & management of regular internal and customer service related reports as required.
- Logging of Documentation requirements with doc's department as required.
- Maintain accurate and detailed records/files on customer job files.
- Responsibility for awareness and action of related personal, department & company Procedures/KPI's.
- Need to meet deadlines and work towards set Team and departmental targets.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.
- Build relationships working in partnership with all divisions & departments within ESI and other cross functional teams.
- Regular and annual sustainability reporting for ESI.
- Coordination between facilities and Operations to improve and implement any sustainable changes that focus on our Sustainability Development Goals.
- Reporting to the MD on Sustainability progress.
- Prepare, calculate, and compile information for our Sustainability KPIs for the reporting period.
- Work with existing suppliers regarding the ethical and sustainable sourcing and sourcing new Suppliers for sustainable facilities, packaging for our own warehouse and shipping.
- Coordinating with Marketing team to Promote and advertise Sustainability efforts both internally and externally.



North Esk Business Park,
Dunkettle, Co Cork, Ireland T45 NW94



Registered in Ireland - No. 261526



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Ideally the candidate would possess the following skills/experience:

- Excellent IT skills, including experience with MS 365, Excel, MS Word, PowerPoint and ERP systems.
- High attention to detail and presentation, with technical speed and accuracy.
- Strong Interpersonal & communication skills.
- Committed to Customer Satisfaction and continuous process improvement.
- Be capable of working consistently as part of a team and on your own initiative.
- Prioritise to a high level of quality. Set Priorities on a daily basis for all activities in the department.
- Service orientated - has a natural interest in helping customers.
- Reliable and committed with ability to work in a busy customer focused environment.

Contract type: 1 Year (Maternity Cover)

Remuneration on application.

Applications in writing to:

The HR/Training & Development Manager, hr@esitechgroup.com. Replies only provided to those who are shortlisted.



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