

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.









www.esite chgroup.com

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





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)

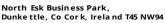
Remuneration on application.

Applications in writing to:

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









Registered in Ireland - No. 261526