



HARRINGTON CONCRETE AND QUARRIES

UNLIMITED COMPANY



#JOB-2407281



HARRINGTON'S CONCRETE, Abbeytown,

Ballisodare, Co. Sligo, F91 HP60



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



14/08/2025



11/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hr@harringtonconcrete.ie



Open your camera app & point here to view this ad online



Dispatch Operator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Harrington Group have an exciting opportunity to join our growing company, based in our Sligo Quarry, we are now recruiting for a Dispatch Operator professional to join our team. The successful candidate will be required to be flexible in the role and location to ensure adequate cover in place for our various depots.

Key Objective:

As a Dispatch Operator, you will consult with our Transport Team and Customers to ensure Harrington products are delivered to customers in a timely manner. The candidate should have experience working in a busy environment with similar experience preferred and be proficient in computer skills and CMS systems.

Principal Duties:

Schedule all deliveries and collections in an efficient manner

The taking and processing of customer orders.

Inputting data onto our in-house Herbst CMS system for record purposes. (Full training provided).

Arrange for and process payments.

Managing dispatch reports for compliance purposes.

Managing delivery dockets and ensuring good sign-off.

Be the point of contact for drivers on the road and customers alike.

Daily cash reconciliation.

Interface with various departments as required.

Must be flexible regarding start and finish times.

Demonstrate a lead by example approach to all aspects of Health & Safety, be fully compliant with Company Health & Safety: policies, procedures, systems, and rules, report all hazards and incidents and ensure that you always work safely.

Knowledge / Skills/ Experience

Excellent Customer Relations

An ability to build and develop customer loyalty.

Proficient in Microsoft Packages.

Be able to work on own initiative or as part of a team.

Experience in a similar role (preferred).

Experience in scheduling and dispatch delivery.

Excellent general administration skills.

Ability to work in a fast-paced environment and prioritise under pressure.

Able to communicate and be fluent in English (written and spoken)

Ability to work on own initiative or with a team and to strict deadlines.

Flexible and adaptable.

- **Sector:** mining and quarrying

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service
- **Competency Skills:** Priority Planning, Problem Solving, Time Management, Working on own Initiative
- **Specialising In:** customer service;telephone manner;transport;quarry;data entry;cashing up