



CITY PHARMACY LIMITED



#JOB-2408341



CITY PHARMACY, 14 Dame Street, Dublin 2,
D02 XH24



No of positions : 1



Paid Position



40 hours per week



34000.00 Euro Annually



21/08/2025



18/09/2025

How to apply

Application Method :

Not available



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Import/Export Manager – Pharmaceutical Goods

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

Job Description:

City Pharmacy is seeking a highly skilled and experienced professional to join our team as an Import/Export Manager for pharmaceutical goods. The successful candidate will manage and oversee all aspects of pharmaceutical import and export, ensuring compliance with Irish and EU regulatory standards, and contributing to the growth and operational efficiency of the pharmacy's wholesale operations.

This is a full-time, permanent role (40 hours per week).

Key Responsibilities:

- Manage and oversee pharmaceutical import and export operations.
- Ensure compliance with the Falsified Medicines Directive (FMD) and related Irish/EU regulations.
- Implement and monitor Good Distribution Practice (GDP) and EUDRA GMP guidelines across all wholesale operations.
- Maintain working knowledge and compliance with GDPR in relation to pharmaceutical supply chains and customer data.
- Develop, implement, and maintain Standard Operating Procedures (SOPs) for the wholesale department.
- Prepare and present analytical reports (weekly, monthly, quarterly) for Customer Relationship Management (CRM) and operational review.
- Identify and leverage current business relationships to expand the company's pharmaceutical import/export activities.
- Support the wholesale team with workflow optimisation and operational efficiency initiatives.

Candidate Requirements:

Essential:

- Minimum of 2 years' experience in pharmaceutical import/export, wholesale, or related regulatory compliance roles.

- Level 8 qualification (Honours Bachelor Degree or Higher Diploma) in Pharmaceutical Sciences, Pharmacy, or a related discipline.
- Strong knowledge of pharmaceutical regulations, compliance, and quality management.
- Excellent administration, analytical, and problem-solving skills.
- Proven ability to manage processes, implement SOPs, and generate operational reports.

Desirable:

- Medical Representative Certification
- Experience in sales, marketing, or business development in the pharmaceutical sector.
- CPD in sales, medical terminology
- Experience with manual handling procedures in a warehouse or pharmaceutical environment.

- **Sector:** human health and social work activities

Career Level

- Managerial