



GC AUTOS LIMITED



#JOB-2412867



KYLEMORE CARS, M50 Business Park,
Ballymount, Dublin 12, D12 YP1D



No of positions : 2



Paid Position



40 hours per week



34000.00-40000.00 Euro Monthly



19/09/2025



17/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jobs@kylemorecars.ie



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



Vehicle Preparation & Compliance Coordinator

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 Title: Vehicle Preparation & Compliance Coordinator

Location: Kylemore Cars, Storage & Distribution Centre, Rathcoole, Co. Dublin

Company Overview:

Kylemore Cars is Ireland's leading independent used car retailer, with +1000 cars in stock. As a result of ongoing business growth, we are currently recruiting a Vehicle Preparation & Compliance Coordinator to join our team.

Job Summary:

We are seeking a highly organised and detail-oriented individual to join our dynamic team. Reporting directly to the Purchase Manager, the Stock Controller will play a critical support role, ensuring accurate data management, seamless communication across departments, and effective inventory tracking.

Key Responsibilities:

Data Entry: Accurately input and maintain stock-related data in internal systems.

Purchase Tracking: Update the purchase tracker daily to reflect current inventory and purchase status.

Stock Information: Ensure all key details regarding stock are recorded and accessible.

Price Checking: Verify pricing information to ensure accuracy and alignment with company standards.

Reporting: Provide regular updates to senior management, including daily, weekly, and ad hoc reports.

Supplier Invoicing: Download and organise supplier invoices, update trackers, and ensure accurate matching of information.

Team Collaboration: Work closely with Sales, Service, and other departments to support their operational needs.

Oversee inspection and preparation of imported vehicles for delivery.

Ensure compliance with Irish regulatory and safety standards.

Maintain compliance documentation for audits and reporting.

Provide regular updates to managers on vehicle readiness and preparation timelines.

Liaise with workshops and internal departments to ensure smooth processing.

Monitor quality control standards and escalate issues where necessary.

Skills and Qualifications:

Business Level 8 Degree or equivalent

Proven experience in a similar role or strong administrative background.

High level of accuracy and attention to detail.

Proficiency in Microsoft Office Suite, particularly Excel. Familiarity with inventory management systems an advantage.

Excellent communication and organisational skills.

Ability to multitask and prioritise in a fast-paced environment.

A proactive and team-oriented attitude.

Why Join Kylemore Cars?

Be part of a supportive and collaborative team.

Opportunities for career development and training.

Competitive salary and employee benefits.

Work with one of Ireland's leading independent car retailers.

How to Apply:

If you're ready to bring your skills to a dynamic and growing team, we'd love to hear from you!

Please submit your CV and a cover letter outlining your suitability for the role.

Note: This job description provides an overview of the key responsibilities and is not exhaustive.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]