



UCC Coffee Ireland Ltd



#JOB-2414349



Portlaoise, Co. Laois,



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



30/09/2025



28/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.ucc-coffee.co.uk/careers/>



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



Site Coordinator (Maternity Cover 12-month Fixed Term Contract)

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

12 Month Fixed Term Contract

Coordinates the day-to-day activities in the Portlaoise office, maintaining business process governance.

Drives alignment with the MK site business processes to ensure we have a singular set of core operational business processes

Conducting process audits and checks to ensure process is followed by all staff, raising and deviations from documented practice to the site manager and country director

Highlighting training needs across the operational team to the site manager

Site management assistance in scheduling meetings and liaising with facilities contractors

Management of on-site training and canteen equipment.

The Person:

Excellent communication, organisational and problem-solving skills

Ability to work well with a wide range of people.

Be able to work under pressure and influence with and without authority.

Be highly organised, self-motivated, and able to work independently and as part of a team.

Assist the team with projects and ad-hoc tasks as required

Have a focus on driving results and efficiency.

Attention to detail and strong data entry skills

Confident user of Microsoft Office

Hybrid working (min of 3 days in the office)

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]