



Irish Fan Distributors



#JOB-2424520



IRISH FAN DISTRIBUTORS, Unit 623,  
Northern Ext Waterfo, Co. Waterford, X91  
XH79



No of positions : 1



Paid Position



37.5 hours per week



30000.00-40000.00 Euro Annually



11/12/2025



08/01/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@irishfandist.com](mailto:info@irishfandist.com)



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



## Technical Sales & Operations Coordinator – Ventilation Industry

### 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

We are looking for a mechanically minded professional to support our day-to-day operations and help drive sales from the office. If you have a technical background and enjoy working with customers, solving practical problems, and keeping projects organised, this role offers an excellent opportunity to apply your skills in a dynamic environment.

### The Role

You will serve as a key point of contact for customers, suppliers, and our warehouse staff. Your technical understanding will help you prepare accurate quotations, guide customers toward suitable ventilation solutions, and ensure projects are efficiently coordinated from initial inquiry to completion. Although the role is office-based, a strong technical foundation is essential.

### Key Responsibilities

- Respond to customer inquiries and provide knowledgeable product or system support
- Prepare technical quotations and assist with the sales process
- Communicate with suppliers, order materials, and manage delivery schedules
- Assist with technical assessments, sizing, and product selection
- Maintain organised records of active projects and customer requests
- Build strong customer relationships through reliable, informed service

#### Skills & Experience

- Mechanical or technical background (ventilation, HVAC, mechanical engineering, plumbing, electrical engineering, facilities management or similar)
- Strong communication skills with a customer-focused mindset
- Ability to understand and explain technical products and system options
- Well-organised, proactive, and comfortable handling varied responsibilities
- Experience in sales or customer support is beneficial but not essential
- This role requires a high level of proficiency in written and spoken English
- **Sector:** construction

#### Career Level

- Not Required