



JERNA LIMITED



#JOB-2441138



GRAFTON CLEANERS, 32/33 William St S,

Dublin 2, D02 NC58



No of positions : 1



Paid Position



37 hours per week



37000.00 Euro Annually



01/04/2026



29/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : sales@graftoncleaners.ie



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



Operation Manager

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 seeking an experienced Operations Manager to take full responsibility for the management of our expanding dry cleaning business, ensuring operational efficiency, regulatory compliance, high quality service, and effective coordination across logistics, customer service, HR, and financial functions.

Key Requirements

- Demonstrated leadership and team management skills
- Maintain accurate records and data
- Monitoring the performance and productivity of team, providing training and feedback to improve performance
- Manage business operations to ensure efficient workflow.
- Oversee quality controls
- Monitor monthly customer invoicing
- Supervise financial controls
- Maintain financial transaction processes and accurate financial records
- Ensure best practice in the safe use, storage, and disposal of dry-cleaning materials
- Maintain compliance with Environmental Protection includes safe handling and management of cleaning materials in line with regulations
- Coordinate delivery logistics, including route planning.
- Identify, develop, and implement business development strategies to support business growth, including building new client relationships and expanding existing accounts.
- Maintaining key client relationships
- Maintain detailed records for all official inspections
- Ensure HR compliance with Irish legislation, business policies, and best practices
- Recruitment, induction, training
- Ensure compliance with health, safety, and operational standards

-Communicate to key stakeholders

-Managing risk, budgets and resources

- **Sector:** other service activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:**Level 7 (incl Diploma & Ordinary Bachelor Degree)
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)
- **Proximity to Vacancy:** 10 Kilometres

(Desirable)

- **Ability Skills:** Administration, Customer Service, Financial, Sales/Marketing
- **Competency Skills:** Decision Making, Leadership, Management, Negotiation
- **Specialising In:**chemical handling;enviromental controls;business finance;credit control;management information system;logistics planning;irish employment legislation