



FRYLITE (IRELAND) LIMITED



#JOB-2456502



FRYLITE, Unit 1, Gb Business Park, Little Island, Co. Cork, T45 YY63



No of positions : 1



Paid Position



38.5 hours per week



Competitive



03/07/2026



31/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@frylite.com



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



Distribution Support Analyst

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

Key Job Duties & Responsibilities:

Answer Distribution Calls- From customers and wider Frylite Team – Inbound calls- queries from customers, ordering. Complete actions from calls including raise tickets when required.

Managing the cancellation report daily to ensure all items are followed up and closed out.

Daily driver debriefs to ensure Gold level service is achieved.

Input of daily stock/ Fresh and Used Cooking Oil- on the internal system daily basis within set timelines.

Weekly stock reconciliation on Monday Morning- the stock from the previous week is closed off and final figures are produced on a Monday Morning. Working closely with Frylite Cork's Finance Team.

Manage the on-site Uniform issuing & stock levels.

Ensure all ERP test scripts & SOP are up to date weekly.

Running weekly Volume per R&R report and discussing in weekly meeting with distribution team.

Monitoring and responding to emails.

Management of ticket system on a daily basis and meeting set response time required.

Managing and raising PO requests.

Additional duties as required to help.

Essential Criteria:

Leaving cert or equivalent level of qualification completed.

A minimum of 1-year previous experience in an administration position.

Good communication skills- both written and verbal.

Good IT skills across MS Office including Word, Outlook and Excel.

Ability to multitask and work under pressure to deadlines, daily and weekly.

Flexible and positive attitude with a willingness to learn in a fast paced and busy distribution environment.

Desirable Criteria:

Previous experience working within a distribution or logistics environment.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]