



CIRCLE K IRELAND LIMITED



#JOB-2458657



Circle K Support Office, Dublin 4,



No of positions : 1



Paid Position



40 hours per week



Competitive



17/07/2026



14/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



Senior Manager, Retail Execution & Support - Circle K

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

This is a full time, permanent role based five days in Circle K Support Office, Dublin 4.

About the Role

Reporting to the Regional Director of Retail Operations, you will lead the Retail Execution & Support function across both office and field teams. You will ensure operational initiatives are effectively implemented, continuously improved, and aligned to business priorities.

This role is central to enhancing customer experience, boosting sales performance, and supporting employee engagement throughout the network.

Key Responsibilities

Operational Excellence & Continuous Improvement

Drive operational excellence across the retail network using LEAN principles

Lead KPI reporting, performance analysis, and trend identification to unlock improvement opportunities

Oversee operational processes including stock control, shrink performance, and master data management

Partner with Retail Operations to enhance store execution, sales, labour, and profitability

Support annual budgeting and performance planning alongside Finance and leadership teams

Project Delivery & Change Management

Lead the delivery of key operational and transformation initiatives across the business

Coordinate the rollout of campaigns, new products, and operational processes

Establish structured governance, communication, and training plans for all initiatives

Collaborate with Category Management, L&D, and European teams to localise and implement strategy

Drive prioritisation and execution of the retail change agenda

Stakeholder & Network Leadership

Act as a key link between Head Office and the retail station network

Partner with senior stakeholders across Retail Operations, Finance, and Category

Facilitate business reviews, operational forums, and best practice sharing sessions

Support Retail Directors in performance management and Area Manager engagement

Oversee KPI-linked bonus processes and collaborate on financial planning

About You

To succeed in this role, you will be a strategic thinker with strong operational expertise and leadership capability. You will bring:

5+ years' experience in retail operations, multi-site management, or similar environment

Knowledge and practical application of LEAN methodologies

Proven leadership experience managing teams and driving performance

Strong project management skills with a track record of delivering change initiatives

Experience working cross-functionally, with local and international teams

Advanced analytical capability with a commercial mindset

Strong communication, influencing, and stakeholder engagement skills

Advanced proficiency in MS Office tools (Excel, PowerPoint, Power BI)

A collaborative, results-driven approach with the ability to operate at all levels

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

Career Level

- Experienced [Non-Managerial]