



MEMORYBLOCK CL LIMITED



#JOB-2459560



Mahon Point Shopping Centre, Mahon, Cork,
Co. Cork, T12 X7HK



No of positions : 1



Paid Position



39 hours per week



36700.00 Euro Annually



22/07/2026



19/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : karmika@memoryblock.ie



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



Business Operations 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

ABOUT MEMORY BLOCK

Memory Block is a personalised gifting and custom printing business focused on handcrafted photo blocks, personalised keepsakes, and corporate gifting products. The company operates multiple retail locations across Ireland, providing customised photo gifting solutions to individual customers and businesses for a wide range of occasions.

As the business continues to grow, Memory Block is seeking a Business Operations Manager to take ownership of operational management, workforce planning, regulatory compliance, and business growth activities across its locations in Ireland.

KEY RESPONSIBILITIES

Manage operational activities across company locations in Ireland, ensuring consistent standards at every site.

Travel regularly between company locations to conduct operational reviews and ensure consistent implementation of procedures across all sites.

Oversee workforce planning and staffing requirements across all locations to ensure adequate operational capacity.

Lead and develop employees, providing performance feedback and upholding workplace standards and operational consistency across all locations.

Direct employee training and development activities across locations.

Lead the operational preparation and launch of new business locations.

Develop and maintain internal operational policies, compliance frameworks, and workplace practices across all locations.

Ensure compliance with applicable workplace regulations, health and safety requirements, and retail operational standards across all company locations.

Manage communication and coordination between locations to ensure efficient business operations.

REQUIREMENTS

Bachelor's degree or higher in Business, Management, Economics, Social Sciences or a related discipline, or equivalent relevant experience.

Experience in business operations, workforce management, or multi-site operational management.

Understanding of operational compliance, regulatory frameworks, or policy implementation within a business environment.

Strong organisational, communication, and leadership skills.

Ability to manage teams and activities across multiple locations.

Willingness and ability to travel regularly between company locations across Ireland.

EMPLOYMENT DETAILS

Salary: €36,700 per annum

Working Hours: 39 hours per week

Employment Type: Full-Time, Permanent

APPLICATION PROCESS

Interested candidates should submit their CV and cover letter to: Karmika Tandon. Applications are coordinated by Karmika Tandon on behalf of Memory Block.

Email: karmika@memoryblock.ie

Applications will be reviewed on an ongoing basis.

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

Career Level

- Managerial