



Yellow Furze Nurseries Ltd



#JOB-2464762



Seneschalstown, Beauparc, Navan, Co.

Meath, C15 P8NT



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



19/08/2026



16/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jimmy@yellowfurze.com



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



SALES & DISPATCH ASSISTANT

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

SALES & DISPATCH ASSISTANT

Location: Beauparc, Co. Meath

Salary: €35,000 per year

Hours: Full-time

We are a busy wholesale plant nursery based in Beauparc, Co. Meath, and we are looking for a Sales & Dispatch Assistant to join our team.

This is a varied, hands-on role combining sales, customer service, order processing and dispatch. The successful candidate will deal directly with our wholesale customers while also helping to pick and prepare orders for collection and delivery.

Key Responsibilities

Answering incoming sales and customer phone calls

Responding to customer enquiries by email

Dealing with customers who call to the nursery

Taking and processing customer orders

Checking stock availability and confirming orders

Picking plants and preparing customer orders accurately

Checking plant sizes, quantities and quality before dispatch

Preparing orders for customer collection and delivery

Liaising with the nursery and dispatch team to ensure orders are ready on time

Assisting with loading orders when required

Following up on customer enquiries and orders

Maintaining good relationships with existing customers

General sales and dispatch administration

The Ideal Candidate

Excellent communication and customer service skills

Confident dealing with customers by phone, email and in person

Organised with excellent attention to detail

Comfortable using computers and business software

Able to work accurately in a busy environment

Physically capable of picking and preparing plant orders

Happy working both in the office and out in the nursery/yard

Reliable, hardworking and punctual

Able to work independently and as part of a team

A positive attitude and willingness to learn

Previous experience in sales, customer service, dispatch, order picking or horticulture would be an advantage. Knowledge of plants would be beneficial, but training can be provided for the right candidate.

What We Offer

€35,000 per year

Full-time, permanent position

Monday–Friday

A varied role with no two days the same

Friendly and supportive working environment

Opportunity to develop within an established wholesale horticultural business

Location: Beauparc, Co. Meath

If you are a confident communicator who enjoys dealing with customers and don't mind getting out into the yard to pick and prepare orders, we would love to hear from you.

Please send your CV and a short introduction to jimmy@yellowfurze.com

- **Sector:** agriculture, forestry and fishing

Career Level

- Entry Level