



Company Details Confidential



#JOB-2465310



IRE-WEL PALLETS, Wells, Co. Wexford, Y25

TX09



No of positions : 1



Paid Position



41 hours per week



38500.00 Euro Annually



21/08/2026



18/09/2026

How to apply

Application Method :

Not available



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Supply Chain Administrator

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 the Role

We are looking for a detail-oriented, customer-focused Supply Chain Administrator to join our team. In this role, you will play a critical part in supporting the sales process, maintaining client satisfaction, and ensuring smooth day-to-day operations for both our sales team and our customers.

Key Responsibilities

- Act as a liaison between the sales team, internal departments, and clients to ensure accurate communication and efficient workflow.
- Prepare and manage client documentation, proposals, presentations, and contracts.
- Assist in managing key accounts by responding to client inquiries, resolving issues, and ensuring a high level of customer service.
- Maintain and update accurate customer and sales data, together with providing analysis of the date.
- Generate sales reports and assist in analysing performance metrics.
- Process sales orders and ensure timely delivery in collaboration with operations or logistics teams.
- Support onboarding of new clients and help with account setup.
- Identify opportunities to improve customer experience and suggest process improvements.
- Maintaining custom procurement stocks/solutions tailored to specific customer production requirements.
- Deliver cross-functional cover and support for the Despatch Team to maintain seamless uninterrupted shipping workflows.

Requirements

- 1–2 years of experience in a sales support, account coordination, or administrative role.

- Strong organisational and time management skills.
- Ability to work as part of a team.
- Excellent verbal and written communication skills.
- High attention to detail and accuracy.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently and as part of a team in a fast-paced environment.
- Customer-first mindset with a problem-solving attitude.
- To have a positive attitude and mindset.

- **Sector:** manufacturing

Career Level

- Professional