



GAMEREADYGEAR LIMITED



#JOB-2466565



GRG SPORTS, Unit 6, Ballaghaderreen Bus P,
Ballaghaderreen, Co. Roscommon, F45 TK22



No of positions : 1



Paid Position



37 hours per week



Dependent On Experience



04/09/2026



02/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : applications@grg-sports.com



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



Customer Relations & Sales Coordinator

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

We are looking for a proactive and customer-focused Customer Relations & Sales Coordinator to join our team. This role is all about building strong relationships with clubs, schools, businesses and individual customers. You'll be a first point of contact for new enquiries, helping customers from initial contact through to design, approval and order fulfilment.

We're looking for someone who is organised, confident communicating with people and comfortable managing multiple priorities at once. You'll work closely with customers and in-house team to make sure every order is handled accurately and professionally.

What you'll do

- Respond to customer enquiries by different channels
- Manage orders from enquiry through to dispatch.
- Make sure all order details, approvals and information are correct.
- Work with our designer on 3D product concepts and customer approvals.
- Organise fittings and samples with schools, clubs and businesses when needed.
- Maintain customer records, leads and follow-up tasks.
- Help grow repeat business and spot opportunities

What we're looking for

- Experience in customer service, sales, account management or business development.
- Strong communication and relationship-building skills.
- Excellent organisation and attention to detail.
- Good IT skills, including Microsoft Office, Google Workspace and CRM systems.
- Comfortable working across email and phone
- Able to manage several tasks and deadlines at once.
- A positive, calm and proactive approach.

Nice to have

- Experience working with sports clubs, schools or business customers.
- A degree in business or administration is helpful, but not essential.
- A full driving licence is beneficial, but not required.

Why join us

This is a great opportunity to join a growing team where customer relationships, quality and teamwork really matter. You'll play an important role in helping customers get the right product, every time.

- **Sector:** professional, scientific and technical activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Customer Service, Interpersonal Skills
- **Competency Skills:** Collaboration, Initiative, Teamwork
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres