



GAMEREADYGEAR LIMITED



#JOB-2466567



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



Operations 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 seeking a full-time Operations Coordinator to support and manage the day-to-day running of our warehouse and logistics activities, from receiving stock through to preparing and dispatching customer orders. This is a hands-on, varied role, ideal for someone who is organised, reliable and willing to learn on the job.

The successful candidate will play a key part in ensuring customer orders are fulfilled accurately and on time, while also supporting stock control, warehouse standards and light production tasks as needed. Full training will be provided, so this role is well suited to candidates who are keen to develop hands-on operational experience within a growing business.

Key Responsibilities

- Manage customer orders from receipt through to dispatch, ensuring accuracy and timely fulfilment.
- Sort, pack and label products and prepare parcels for courier collection.
- Receive and check incoming deliveries against purchase orders and stock records.
- Coordinate with customers regarding any changes to orders, delivery details or lead times.
- Monitor dispatch schedules to ensure orders reach customers on time.
- Assist with stock rotation, record keeping and regular stock takes.
- Support Good Distribution Practice (GDP) standards across the warehouse.
- Maintain warehouse cleanliness and organisation in line with Health & Safety standards.
- Assist colleagues with machine operations and fabric cutting for production.
- Support basic embroidery work and other light production tasks as required.
- Liaise with couriers on bookings, collections and delivery queries.
- Work closely with the logistics team to improve processes and resolve operational issues.
- Help manage stock flow during seasonal peak periods to prevent delays.
- Carry out any other reasonable duties relevant to the role as required by management.

Core Competencies

- Strong organisational skills and close attention to detail.
- Good communication skills for dealing with colleagues, couriers and customers.
- Comfortable using basic IT systems for order processing and record keeping.
- Ability to work in a fast-paced environment and manage multiple tasks at once.
- Previous warehouse or operations experience is an advantage but not essential.
- Fluency in English is essential.
- Full clean driving licence is beneficial but not essential.

Skills and Experience

- A practical, hands-on approach, with a willingness to get involved across different tasks.
- Good time management and the ability to prioritise workload during busy periods.
- Comfortable communicating with couriers, colleagues, and customers by phone and email.
- A proactive attitude, with the confidence to flag issues or suggest improvements to warehouse processes.
- A team-oriented approach and a commitment to the company's core values.

Full training and support provided.

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

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Manual
- **Competency Skills:** Collaboration, Priority Planning, Time Management