



Company Details Confidential



#JOB-2471404

HOPKINS MERCHANDISING LIMITED, UNIT



47, Rosemount P, Rosemount Bus Pk, Dublin
11, D11 YP5V



No of positions : 1



Paid Position



40 hours per week



37000.00 Euro Annually



22/09/2026



20/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : aideen@hopkinsgroup.ie



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



Project Co-Ordinator

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

The Project Co-Ordinator will be responsible for working with some major global brands. The purpose of this role is to assist the project manager in managing, planning, and executing excellence across the various trade sectors covered by Hopkins Merchandising.

Main Responsibilities

- Supporting the planning, execution and delivery of projects from initiation through completion.
- Creating and maintaining project timelines, milestones, deliverables and dependencies. The daily management and maintenance of Projects
- Acting as a point of contact between project managers, internal departments, clients, suppliers and other stakeholders.
- Assisting with expenditure tracking, purchase orders, invoices and project budgets.
- Maintaining project information in systems

The Ideal Candidate

- Stakeholder management.
- Must be very proficient in Microsoft Office (MS Project, Jira Power BI, Tableau)
- Fluent English Speaker.
- Budget and resource tracking.
- Presentation and reporting skills.
- Ability to manage competing deadlines.
- Excellent attention to detail.
- Ability to manage competing deadlines.
- Business analysis.

- **Sector:** other service activities

Career Level

- Not Required