



E-PIRE LIMITED



#JOB-2472816



Innovation House, D.C.U. Alpha, Old Finglas
Road, Dublin 11, D11 KXN4



No of positions : 1



Paid Position



20 hours per week



23400.00 Euro Annually



01/10/2026



29/10/2026

How to apply

Application Method :

Not available



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app & point here
to view this ad
online



Installations Scheduler (Part-time 20 hours/week · Permanent)

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

Installations Scheduler

Part-time (20 hours/week) · Permanent · Glasnevin, Dublin 11 (DCU Alpha)

At Transpoco, we help commercial vehicle fleets in Ireland, the UK and Europe operate efficiently and safely through our telematics SaaS platform, with live vehicle location data, reports and insights, and solutions for EV transition, carbon reduction and driver safety. We're the market-leading telematics platform in Ireland, with big ambitions to grow.

We're looking for a highly organised, customer-focused Installations Scheduler to join our Dublin team. Hours are flexible, worked across the week to cover core business days.

Why this role?

Own the customer's first experience – installation is often the first time customers see Transpoco in action. You'll be their single point of contact from booking to completion.

Be the hub of the operation – you'll own the engineers' diaries and turn install, swap and service requests into an efficient daily plan.

Help shape how we do it – spot what goes wrong and bring ideas to improve the process.

What you'll do

Plan and schedule field engineers for installations, swaps, removals and service calls across Ireland and the UK

Be the customer's main contact for bookings: dates, vehicle lists, site access and special requirements

Get every install completed on the date we promised

Confirm stock and devices are ready before each visit

Keep the scheduling system and HubSpot accurate and up to date

Handle rescheduling, cancellations and same-day changes calmly

Chase failed or incomplete visits and escalate recurring blockers

Speak up early when a plan isn't realistic, then own it once agreed

Report weekly on jobs booked, completed, cancelled and order-to-install lead time

Work closely with Sales, Support and the warehouse

What you'll bring

1+ years in scheduling, dispatch, logistics or customer-facing coordination (preferred)

Clear, confident communication by phone and in writing

Strong organisation and attention to detail

Calm under pressure and quick to re-plan

Comfortable with scheduling tools, spreadsheets and CRM systems

Bonus points

HubSpot or similar CRM experience

Good knowledge of Irish and UK geography

An interest in fleet or vehicle technology

Why you'll love working here

Full training on our platform, hardware and scheduling tools, in a small, friendly team

€23,400 per year (pro-rata for 20 hours/week), a permanent contract and company pension

On-site at DCU Alpha, Glasnevin – close to the Botanical Gardens and The Gravediggers

- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Collaboration, Priority Planning
- **Specialising In:** scheduler; dispatcher; service coordinator; installation coordinator