



IRISH WHISKEY AUCTIONS LIMITED



#JOB-2473017



UNIT 51, The Brewery Bus Pk, Ardee Road,
Dundalk, Co. Louth, A91 W9T4



No of positions : 1



Paid Position



40 hours per week



32000.00-35000.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : sinead@irishwhiskeyauctions.com



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



Whiskey & Auction 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

Who We Are:

A small but dynamic business based in Dundalk. Irish Whiskey Auctions is Ireland's largest whiskey auction house and shipping hub.

Role Summary

Irish Whiskey Auctions is looking for a Whiskey & Auction Operations Coordinator to join our team in Dundalk. This is a varied, hands-on role that combines whiskey knowledge, auction and office administration, customer service, logistics and shipping. It would suit someone who enjoys variety in their working day and week, is practical and organised, and is happy to get involved in various aspects of the business.

The Role

Working as part of our team, you will be involved in the day-to-day operation of our whiskey auctions, including:

- Assisting with the administration and running of our whiskey auctions
- Receiving and processing whiskey and spirits consignments
- Assisting with collections and deliveries using a company van
- Preparing items for auction and ensuring accurate records are maintained
- Coordinating with couriers and shipping providers
- Dealing with customers enquiries by email, phone and in person
- Assisting with international and domestic shipments
- Stock control
- Supporting the wider team with general auction and office administration
- Ensuring customers receive a high level of customer service
- Working flexibly across different areas of the business as required

Key Requirements:-

- A full clean driving licence
- Countrywide collections using company van.
- Good organisational and administrative skills
- Excellent attention to detail
- Good communication and customer service skills
- Good computer skills and the ability to learn new systems
- A practical, hands-on approach to work
- The ability to work independently while also being a strong team player
- A willingness to take on different tasks and adapt as priorities change

Existing whiskey knowledge is highly desirable but training will be provided.

Knowledge of Irish whiskey, spirits, the drinks industry, logistics, shipping or online auctions would be an advantage.

Benefits:-

- Competitive Salary
- Company pension on completion of probation period
- Employee discount
- Specialist training where required
- Company events

To apply: Please send your CV and a short introduction outlining your relevant experience and why the role interests you.

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]