



SLEATOR PLANT & MACHINERY LIMITED



#JOB-2473138

SLEATOR PLANT & MACHINERY, UNIT 6,



Maple Avenue, Dublin Airport Logis, Co.

Dublin, K67 X7P0



No of positions : 1



Paid Position



40 hours per week



38000.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Not available



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



Supply Chain / Logistics 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

Coordinate the movement of machines, attachments and equipment from suppliers through to customer delivery. Ensure orders, transport, stock records and supporting paperwork are accurate, deliveries happen on time, and customers and colleagues receive clear updates.

The role requires organisation, commercial awareness and a practical approach to resolving delays.

All activities must reflect Sleator Plant's core principles of Respect, Honesty and Ownership.

Key responsibilities

Purchasing and supplier coordination

- Coordinate machine and attachment orders with manufacturers and suppliers following internal approval.
- Track order confirmations, availability, production schedules and expected arrival dates.
- Check specifications, quantities and pricing against approved orders and raise discrepancies promptly.
- Maintain an accurate order tracker and provide regular updates to relevant teams.
- Obtain purchase orders before committing to transport, collections or other supplier costs.

Transport and deliveries

- Arrange inbound and outbound transport between suppliers, depots, customers and event locations.
- Obtain competitive transport quotations and coordinate suitable vehicles and loading arrangements.
- Confirm machine dimensions, weights, collection details, delivery access and any special transport requirements.
- Coordinate demonstrations, equipment returns and movements between Belfast and Dublin.
- Keep customers and colleagues informed of delivery arrangements and changes.
- Maintain collection records, delivery notes and proof of delivery.

Stock control and documentation

- Maintain accurate records of machine locations, serial numbers, attachments and stock movements.

- Coordinate physical stock checks and investigate discrepancies with the relevant teams.
- Check incoming equipment against orders and record shortages, damage or specification differences.
- Ensure each machine has the required documentation, including operating manuals, warranty information and relevant conformity documents.
- Coordinate customs clearance and import/export paperwork with suppliers and appointed agents where required.
- Support registration processes where applicable.

Delivery readiness and release controls

- Work with Service to schedule pre-delivery inspections, attachment fitting and machine preparation.
- Confirm that equipment is ready and the required paperwork is complete before transport is booked.
- Verify payment clearance or approved credit release with Finance before dispatch.
- Ensure machines and attachments are released only with the required internal authorisation.
- Escalate delays, missing documentation or unresolved issues before they affect customer commitments.

Cost control and reporting

- Check transport and logistics invoices against agreed quotations and purchase orders.
- Monitor freight, storage and other logistics costs and identify opportunities to improve efficiency.
- Provide regular reporting on incoming stock, outsta

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]