



EASON LIMITED



#JOB-2473286



Eason, Block 4, Swords Business Park,
Swords, Co. Dublin, K67 X903



No of positions : 1



Paid Position



37.5 hours per week



40000.00 Euro Annually



05/10/2026



02/11/2026

How to apply

Application Method :

Not available



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Purchasing & Replenishment 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 pleased to announce a vacancy within the Eason Limited Books Team. This is a 37.5 hour permanent contract based in our Support Office - Eason, Block 4, First Floor, Swords Business Park, Swords, Co. Dublin K67 X903. The salary on offer is €40,000.

Role Overview:

The Purchasing & Replenishment Coordinator supports the book strategy by facilitating stock replenishment through effective stock data analysis, managing purchase orders, effective product data management, and ensuring efficient stock process. As Purchasing & Replenishment Coordinator, the candidate will manage new title allocation reviews, maintain the stock replenishment files for new and core titles, analyse stock and sales to give meaningful insights for allocations, create and manage reports monitoring key indices, ensure events or store signings are covered for relevant stocks, and collate and manage weekly store stock requests. The role will also involve the generation and management of purchase orders, liaising closely with suppliers to ensure warehouse and in-store stock levels are managed as per team KPI's. The successful candidate will be responsible for producing various sales, systems and ad hoc information reports as required.

Key Responsibilities:

Stock Control:

- New title allocation checks
- Events / store signings checks
- Managing stock for in-store promotions
- Collate Spiceworks requests from the week, send to SCM / SB
- Load allocations
- Load new titles monthly – using grading system
- Goods In priorities – X-Dock deliveries, noted from daily Goods In email from WH
- Core title PO checks
- Chase outstanding orders

- Check outstanding allocations
- Update Back-Orders (based on replen updates/chases)
- Mills & Boon monthly POs

Category Support:

- Product attributes maintenance
- Monthly Returns admin / tracking monthly Returns
- Store skims to warehouse
- Goods-In / PO error queries from warehouse
- Invoice queries from Accounts
- Collating monthly Core title supplier updates, amending product info
- Check X-Dock and Sin Bin reports
- Addressing queries
- Liaising with warehouse / ecomm; supporting Category Managers · Urgent Sin-Bin queries from warehouse; publisher collection requests

Reporting / Analytics:

- Allocation reviews, including Wholesale / Franchise orders
- Exclusion list management
- Ad-hoc reports as required

Key Requirements:

- Proficient in Excel, including Power Pivot Tables
- Working knowledge of an ERP system (preferably AX Dynamics) and Microsoft Office packages
- Experience in retail business
- Ability to design and produce reports from data cubes in Excel
- Attention to detail
- Ability to act on your own initiative
- Excellent Analytical skills
- Task oriented with the ability to work to tight deadlines
- The ability to build strong relationships with external and internal parties
- Pro-active teamwork and strong relationship building abilities
- Excellent Data Management Capabilities
- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]