



Sales Administration Coordinator, Rathcoole, Dublin

Our client is a global life science ingredients distributor specializing in human nutrition, pharmaceuticals, Nutraceuticals and animal nutrition, creating unique synergies across all fields of expertise.

We are searching for a Sales Administration Coordinator who will report into the Sales Administration Manager. The successful candidate will be responsible for Customer Service, Order Processing, Quality Systems Management, Warehouse and Distribution and ensure company compliance with all applicable requirements such as ISO 9001, GMP+ and GDP. The location is Rathcoole, Dublin.

Is this you? Do you possess a background in Logistics and Importation or broader office administration work in line with the above? Are you familiar with the tracking and documentation of products and related customs procedures? If you are confident that this is your area of expertise and you are looking for your next career move, then we would like to hear from you today!

Attractive remuneration will be offered in line with experience and shall be firmed up during the interview process. If interested to explore please apply enclosing your CV in Word format and Cover Letter to se.arch@consultghi.com or to further discuss please text/call Greg O'Hanlon on +353 876 003 620