



## Job Description – Trade Coordinator

### Background:

Dawn International is a significant Trading/Brokerage company operating in the primary and secondary protein sector and based out of Waterford, Ireland. It trades internationally, primarily in pork, beef, lamb, poultry, and fish products – to the Processing and Food Service sectors.

### Nature of Work:

Reporting primarily to the Department Manager and to the Managing Director, the tasks associated with the role are as follows but not limited to:

- Provide daily support to the Company's Trader's.
- Liaise and build relationships with our external Suppliers and Clients.
- Interact with Company's Team's.
- Using our integrated ERP system
  - schedule, manifest and allocate shipment of Trades
  - maintain Tracking Reports and Inventory Reports
  - maintain and update databases
  - produce reports as required
- Process and generate Purchase orders and Invoices on Trades.
- Co-ordinate and expedite ancillary administration associated with Trades.
- Initiate communication with internal and external stakeholders – ensuring sure all queries are dealt with accurately and efficiently.

Personnel will be required to be flexible in their availability, be highly motivated and provide an elevated level of accuracy and attention to detail.

### Qualifications & Experience:

- A degree in Business or Logistics is desirable but not essential.
- The candidate will receive both mentoring and suitable training to assist in the role.

### Career Development:

All employees are required to commit to their own personal training and development. Opportunities to advance your career will weigh heavily on your performance, dedication to business and your own time investment in your personal training and development. Your future is in your hands.

### Benefits:

A generous benefit package is offered.

### Probation period:

A probation period of 6 months applies. Performance in delivering results will be reviewed regularly and due to the nature of the role within the business the probation period may be extended based on review.

### Contracts:

Employment & Confidentiality Contracts will be provided to the successful candidate.

All company policies & procedures will be available for the Employee to access on the company intranet.