

JOB DESCRIPTION



Job Title: DC Supply Chain Specialist

Department: Operations

Company: Moy Materials Ltd

Location: Moy HQ, Dublin 2

About Us:

Moy is a leading supplier of high-performance roof waterproofing systems. Headquarters in Dublin with bases in the UK and Europe our innovative, waterproofing solutions and our unparalleled technical support has earned MOY a raft of high-profile clients across the globe and place us at the forefront of this dynamic and competitive industry. As an SME with a dynamic team, we prioritise collaboration, excellence, and continuous improvement in all aspects of our operations.

Role Purpose:

The Data Centre Supply Chain Specialist is responsible for ensuring the smooth and efficient operation of forwarding and logistics activities within the company, specifically related to data centre projects. This role involves managing email communications, bookings, scheduling, and overseeing collections and deliveries, ensuring seamless coordination between our third-party logistics company, customers, suppliers, and internal teams. The DC Supply Chain Specialist will play a key role in maintaining accurate records, managing freight forwarding activities, and supporting customs compliance while ensuring high levels of customer service and operational efficiency.

Key Duties & Responsibilities:

Logistics & Freight Forwarding Coordination:

- Manage and oversee forwarding activities for data centre projects, ensuring timely and efficient communication with colleagues, customers, and suppliers.
- Schedule and coordinate all collections and deliveries, managing the process end-to-end with subcontractors.
- Proactively manage pricing inquiries and provide competitive rates to customers.
- Monitor subcontractor rates against historical data, ensuring cost-effectiveness and departmental profitability.
- Ensure compliance with all customs and regulatory requirements for import/export movements.

Administration & Documentation:

- Maintain comprehensive records for all forwarding activities, ensuring all documentation is up to date.
- Assist in preparing and submitting paperwork for customs declarations, ensuring full compliance.
- Maintain and update documentation related to customs in a structured file management system.



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- Ensure all subcontractor invoices are reconciled accurately and assist the accounts team with any discrepancies.
- Provide daily operational reports to key customers when required.

Customer Service & Communication:

- Act as the main point of contact for customer inquiries related to freight forwarding.
- Maintain strong relationships with customers, ensuring professional and timely communication.
- Set up and manage rate cards for regular routes and communicate annual rate adjustments to customers.
- Monitor and update customers on fuel surcharges and other applicable costs.

Health & Safety Compliance:

- Ensure compliance with all Health & Safety policies and report any defects or concerns to the Line Manager.

Continuous Improvement & Compliance:

- Monitor and review subcontractor costs to ensure competitive pricing and cost-saving opportunities.
- Ensure that all activities comply with company policies, regulatory requirements, and industry best practices.
- Identify trends and common issues in Non-Conformance Reports (NCRs) to drive improvements in service delivery.

Key Skills:

- **Strong Organisational Skills:** Ability to manage multiple tasks and prioritise workloads efficiently.
- **Attention to Detail:** High accuracy in maintaining records and managing logistics processes.
- **Customer Service Orientation:** Strong communication skills and ability to build relationships with stakeholders.
- **Problem-Solving Ability:** Proactive approach to resolving logistical challenges.
- **Technical Proficiency:** Experience with MS Office, particularly Excel.
- **Adaptability & Initiative:** Capable of working independently while supporting a team-oriented environment.

Qualifications & Experience

- **Education:**
 - 3rd Level Degree in Business, Supply Chain, Logistics, or a related discipline (preferred)
 - Diploma or equivalent in Project Management (required)
- **Experience:**
 - Previous experience in a forwarding, logistics, or supply chain environment (preferred).
 - Experience with customs declarations and compliance is advantageous

**Benefits:**

- Competitive remuneration package
- Opportunity to develop and grow in a fast-moving multi-national company.
- Excellent company culture and flexibility within role.
- Company pension (after 6 months)
- 25 days annual leave (rising to a maximum of 30, subject to length of service)
- 2 additional days leave, in accordance with company schemes
- Employee Assistance Program

Moy Materials Ltd is an equal opportunities employer.

How to Apply:

Interested candidates should submit their CV, cover letter, and references to Andrew.fitzgerald@moy.group

Please include "DC Supply Chain Specialist Role - [Your Name]" in the subject line.



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