



Lark Bridal Ltd is a Distribution and Consultancy Irish registered company. The company represent and distribute a portfolio of leading luxury global fashion and bridal brands to over 400 business customers in 32 export countries. The company also provides private consultancy and mentoring to domestic and international SME's across multiple industry sectors.

**Position Specification: Distribution Associate**

- Engaging directly with the Operations Director to coordinate on all aspects relating to distribution
- Responsible for check in and goods received notices on all shipments
- Responsible for generation of all dispatch notices
- Support the most cost effective distribution to each and all territories.
- Co-ordination with accounts department on shipping status.
- Quality control and dispatch of all trunk show event and trade show gowns.
- Packing of all outbound deliveries.
- Inventory management of shipping materials.
- Stock Take
- Management of hold/swap gowns.
- Administration Duties relating to all aspects of role

**Skillset Required:**

- Distribution/Warehousing Experience
- Customer Service Experience Preferred
- High Level Of Computer Literacy Essential
- Excels In A Fast Paced Target Driven Environment
- Ability To Work Well As Part Of A Team And Autonomously
- English - Spoken And Written Fluency Essential, Additional Languages Advantageous.

**Package:**

- Pension Package after 6 months probationary period
- Salary in-line with relevant experience and qualifications

To apply, please send CV and cover letter to [hr@larkbridal.com](mailto:hr@larkbridal.com)

**Note:** This job is located at the Lark Bridal HQ in Athlone, Roscommon and is an on-site role.

**Company Registration Number:** 528401

**Directors:** R. Larkin, J. Larkin

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