



Despatch Manager

Magee Weaving Ltd, New Row, Donegal Town, Co Donegal

Magee is a fifth-generation Irish family business with over 150 years' experience designing, weaving and tailoring luxury fabrics and high-quality garments based in Donegal Town. The Company's business includes manufacturing, wholesale, retail and e-commerce. We offer lifestyle collections across Men, Women, Home & Accessories via our stores in Donegal and Dublin, through many independent retailers and from our own website – www.magee1866.com.

Based at the Mill in Donegal Town, we wish to recruit a Despatch Manager who will be responsible for ensuring the efficient flow of Magee fabrics from the Mill to the customer.

Key responsibilities: -

- Ensuring that fabrics have been processed, meet quality standards and are ready for despatch.
- Preparation of invoices for the customer and liaising with Accounts Team on follow-up.
- Liaising with Production team members on urgent customer call-ins and ensuring that priority is given to the most urgent orders.
- Procurement of all packing materials and supplies.
- Following up goods inwards information from couriers.
- Dealing with sales enquiries.

Key requirements:-

- Attention to detail and the ability to work to deadlines, ensuring that deliveries are made on time.
- Computer literate with experience of Excel and the ability to learn in-House systems.
- Excellent communications skills, verbal and written and the ability to manage and motivate a small team.
- Some supervisory experience and an understanding of the weaving process would be an advantage but is not essential.

We are offering a competitive salary, store discount, free-parking, a generous workwear allowance and Company pension scheme after a qualifying period. This is a full-time role which, due to its nature and scope, is not suitable for remote/hybrid working.

Please submit your cv to Ann Harley – aharley@magee1866.com. Please note that we will only be communicating with shortlisted candidates.