Vacancy GS1 Ireland – Role: 2019102

Role: Project Management & Services Onboarding Executive

GS1 Ireland, the local office of the global supply chain standards organisation, has a vacancy for a Project Management & Services Onboarding Executive. This is a fulltime role working as part of a team in a busy office environment based in Dublin 4 and is to commence immediately. Please see www.gs1ie.org for further information on GS1’s services.

Position Summary

Working as **Project Management & Services Onboarding Executive** in a team environment, the successful candidate will create and deliver member benefit by growing the use of GS1 standards and GS1 Ireland’s services by managing supplier on-boarding programmes in line with agreed KPIs.

The Role is community-facing and the successful candidate will undertake a variety of tasks including; building relationships with Member companies, gathering and analysing product data, communicating findings, recognising areas of development opportunity, providing client support and completing regular service uptake/on-boarding reports.

The Role will also include supporting the development and delivery of training for our Members in both workshop and on-line environments. The role has a technical aspect and the successful applicant must have an aptitude to understand technical language and solutions.

The successful candidate will be reliable, self-driven and results-oriented, and passionate about making a tangible contribution to GS1 and its work to support our three and a half thousand members in Ireland.

Responsibilities:

- Build working relationships with targeted suppliers to become a trusted advisor;
- Lead the rollout of GS1 Ireland’s suite of online solutions designed to meet Members’ needs for management of barcodes and product data;
- Support the creation of tailored, customer-centric supplier on-boarding programmes, including, messages, processes, materials & reporting for each campaign;
- Deliver a seamless on boarding process for Members, via phone, e-mail, webinar, 1:1 workshops and/or seminars as appropriate;
- Manage Members’ onboarding progress to achieve agreed targets;
- Maintain and measure customer satisfaction by promptly following up on customers’ requests for information;
Collaborate with colleagues in GS1 Ireland and its member community to analyse business problems, new opportunities and solutions;
Maintain up-to-date information on customer contact, activities and progress in the CRM system;
Participate as required and directed in GS1’s global Industry Engagement working groups.

**Education/Experience required:**
- Graduate (primary) degree required in Business, Supply Chain, Information Systems or related Technology discipline preferred;
- At least 2-5 years’ of relevant work experience with the grocery retail / FMCG sector.

**Skills required:** The ideal candidate should have the following skills:
- Highly-structured and conceptual mind-set, coupled with strong quantitative and analytical problem-solving skills;
- Ability to plan, multi-task and manage time effectively;
- Exceptional planning, communication, writing and presentation skills;
- Experience in the use of Microsoft Office applications (e.g. PowerPoint, Word, Excel, Access), Project Management software (e.g. Teamwork);
- Ability to troubleshoot; adapt to changing needs and to see multiple viewpoints;
- Effectively communicate with both technical and non-technical persons with ease

**Desirable:**
- Familiarity with the GS1 system, product data management or logistics processes;
- Knowledge of Project Management and Process Improvement practices (e.g. LEAN) is desirable;
- Demonstrable research and analytical skills (e.g. Data Analytics or SSADM or similar);
- Post primary (Master) qualification in Business, Supply Chain, Information Systems or related Technology discipline;
- Fluency in English, oral and written is mandatory.

**Travel Requirements:**
While based in Dublin, the role may require travel within Ireland and occasionally in Europe.

**How to apply:**
Please apply by email to Karen Murphy, GS1 Ireland, karen.murphy@gs1ie.org with the title **Technical Project Management Executive (2019104)** marked in the subject field. Your application should include your current CV and a cover letter outlining your suitability for the role. Closing date for the receipt of written applications is 20th April 2019 at 5pm.

*Responses will be treated promptly and with strict confidentiality.*