

Job Title	Despatch Co-ordinator
Reporting to	Logistics Supervisor
Date	August 2026
Location	Monkstown, Northern Ireland

WE ARE CDE.

HERE TO CREATE OUR BEST WORLD, A TON AT A TIME.

Sand is a finite resource, and it's running out. Today, population growth and the pace of progress means the world is devouring sand like never before – 50 billion tonnes a year globally. This demand is unsustainable. Together with our customers we have already diverted over 100 million tonnes of waste material from landfill and put it back into the materials market for use in construction; protecting sand & aggregates in areas where natural material reserves are in decline and enabling production to happen closer to markets. We are minimising environmental impact and laying the foundations for the circular economy.

At CDE we work across the natural processing and waste recycling sectors, in five regions, to pioneer industry-leading, world-changing engineering solutions. Our headquarters are in Northern Ireland, and we have offices in the USA, Australia, Austria, and Brazil. For over 30 years we have relentlessly innovated and co-created wet processing solutions – completing over 2,000 global projects – and we're only getting started. Our purpose is to create our best world, a ton at a time; empowering our customers to transform their materials into valuable resources for the betterment of people, planet, and their bottom lines.

Discover more about life at CDE www.cdegroupp.com

Job Purpose

To ensure all projects components are despatched safely and securely, on time, in full, efficiently and in the order that the installation team and Customer require them to ensure minimum resources allocated to site installs. To assist with picks to ensure a constant flow of material to ensure that Assembly builds are not disrupted.

Please note, this job description is not exhaustive as other duties may be required to fulfil the requirements of the role.

Responsibilities

- Always ensure Best in Class Health & Safety protocol.
- Ensure plant leaves and arrives at site in good condition.
- Ensure an accurate detail of what has been despatched in the lowest feasible level efficiently is documented on the packing list.
- Ensure a check off is in place to always know what parts are still left to ship for a project and are chased with the appropriate level of urgency.

- Ensure all parts are accurately labelled and identifiable.
- Ensure that pallets/part deliveries from Stores are put away in the correct lanes for ease of loading and general upkeep of the loadout area.
- Ensure all loads are accurately photographed for easy identification and comply with all shipping regulations.
- Work with factory Supervisors to ensure 'One Team' approach.
- Utilise alternative methods of loading where possible e.g. forklift, mobile crane etc.

Skills, Knowledge, Attributes and Experience, the successful candidate will:

Criteria	Essential	Desirable
Qualification/ Attainments		4 x GCSE grades A-C or equivalent qualification
Relevant Experience	• H&S awareness • At least 2 years' experience in a Logistics or Materials Handling role • Experience Loading/Unloading trailers, containers etc • Working knowledge of haulage, export, and shipping regulations • Hold a Forklift Licence	
Special Aptitudes	• Excellent communication, negotiating and influencing skills. • Excellent analytical, quick thinking and problem-solving skills • Excellent planning and organising skills. • Have the ability to communicate clearly and effectively – both verbally and written • Work under tight deadlines and in a high-pressure environment • Use own initiative and be highly self-motivated. • Be decisive and follow through on decisions made.	
Disposition	• Flexible • Attentive to detail • Able to work under pressure.	

	• Dependable and reliable • Enthusiastic self-starter able to work on own initiative.	
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CDE are a global company and welcome applicants from all countries and backgrounds. Desirable criteria may be used for shortlisting. The Company reserves the right to vary criteria at the shortlisting stage.