



Company Details Confidential



#JOB-2395988

GREYHOUND RECYCLING & RECOVERY,



Crag Avenue, Clondalkin Ind Est, Dublin 22,

D22 E718



No of positions : 1



Paid Position



40 hours per week



35000.00-40000.00 Euro Annually



12/06/2025



10/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : HROffice@greyhoundrecycling.com

URL :

<https://greyhound.ie/careers/>



Open your camera
app & point here
to view this ad
online



Logistics & Customer Service Coordinator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

As Logistic & Customer Service Coordinator, you will play a crucial role in coordinating and optimising the daily activities of our drivers to ensure efficient and timely recycling operations, focusing on always providing a positive customer experience.

Location: Dublin

Job Type: Full-time, Permanent

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- Weekend availability

RESPONSIBILITIES:

- Coordinate and schedule waste collection and disposal services according to customer needs and company resources
- Collaborate with logistics team to optimize routes and maximize operational efficiency. Resolving any issues or queries in relation to day-to-day operations. From collections crews, customer services, customers, sales team, or other stakeholders.
- Demonstrate a 'can do', first time fix, problem solving attitude.
- Ensure service delivery is always met through route optimisation and monitoring. Pulling and interpreting reports

from cameramatics on a weekly & monthly basis. Highlighting any issues and assisting in remedying

the issues

identified.

- Working with the Logistic Manager to develop and embed a safe working environment at the depot.

Assisting the

Logistic Manager and H&S Manager in the delivery of toolbox talks to the collections team and participate other

safety related items and events.

- Proactively participate in the Performance Management process to ensure delivery of own and the wider team's, objectives.

- Maintain accurate records of customer service interactions, transactions, and service requests.

- Resolve customer complaints and issues promptly and professionally, ensuring a high level of customer satisfaction.

- **Sector:** water supply; sewerage, waste management and remediation activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Customer Service
- **Competency Skills:** Priority Planning, Problem Solving, Teamwork, Time Management
- **Specialising In:**logistics;customer service;microsoft office suite;crm
- **Languages:** English C2-Master (Fluent)