



Virginia International Logistics (Transportation services)



#JOB-2407151



Kells Business Park, Kells, Co. Meath,



No of positions : 1



Paid Position



40 hours per week



Dependent On Experience



14/08/2025



11/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@virginialogistics.ie



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



Warehouse Administrator

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

Warehouse Administrator:

Key Responsibilities

As a warehouse administrator, you play a crucial role in ensuring the smooth operation of warehouse activities. Your responsibilities span across several key areas, each essential for maintaining efficiency and customer satisfaction.

Preparing Manifests for Drivers

One of your primary tasks is to prepare shipment manifests for drivers. This involves:

- Compiling and organizing all necessary documentation for outgoing shipments.
- Ensuring that manifests include all pertinent information such as delivery addresses, shipment contents, and special instructions.
- Coordinating with drivers to confirm schedules and address any logistical concerns.

Managing the Inbox

Efficient inbox management is vital to handle the communication flow effectively. This includes:

- Monitoring and responding to emails promptly to ensure smooth communication with customers, suppliers, and internal teams.
- Prioritizing and categorizing emails to address urgent matters swiftly.
- Keeping records of correspondence for future reference and accountability.

Booking in Orders

Your role involves managing and processing customer orders, which requires:

- Receiving and verifying order details to ensure accuracy.
- Entering order information into the system and updating inventory levels accordingly.
- Coordinating with the warehouse team to ensure timely picking, packing, and shipping of orders.

Main Point of Contact for Customers

As the main point of contact, you are responsible for handling various customer interactions, including:

Deliveries

- Confirming delivery schedules with customers and ensuring timely dispatch of goods.
- Addressing any special delivery requirements or instructions.

Collections

- Coordinating collection schedules and ensuring seamless pickup processes.
- Confirming that all necessary paperwork is completed for collections.

Queries and Complaints

- Responding to customer inquiries related to orders, deliveries, and product information.
- Resolving complaints effectively by investigating issues and providing solutions.

Technical Skills

To perform your duties efficiently, a strong command of certain technical skills is necessary:

- **Microsoft Word and Excel:** Proficient use of these applications is essential for document preparation, data analysis, and reporting.
- **Experience with Databases:** Familiarity with warehouse management systems and databases helps in tracking inventory and processing orders accurately.

These responsibilities and skills ensure that you contribute significantly to the warehouse's operational success and customer satisfaction. Your role as a warehouse administrator is integral to maintaining a seamless flow of goods and information.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Flexibility, Priority Planning, Teamwork, Working on own Initiative
- **Specialising In:** administration
- **Languages:** English B2-Upper intermediate
- **Proximity Locator Distance:** 50 Kilometres