



BDP INTERNATIONAL LOGISTICS LIMITED



#JOB-2411909



NESTA SELF STORAGE, Karkraft House,
Kilbarrack Ind Est, Dublin 5, D05 DC60



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



12/09/2025



10/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hazel.davey@bdpint.com



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



Administration Trainee

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

Assisting with the day-to-day operational matters in relation to the freight forwarding and customs brokerage activities of the business along with general administrative duties.

Responsibilities:

Customer Service & Communication:

- Communicate with clients, suppliers, and carriers to provide updates and resolve queries.
- Build strong working relationships with key stakeholders.
- Handle customer requests promptly and professionally.

Administration and Reporting:

- Maintain accurate records of shipments, customs entries, and documentation.
- Support in preparing operational and compliance reports.
- Learn to use freight forwarding software and industry tools.

Freight Operations Support:

- Assist with the coordination of air, sea, and road freight shipments.
- Support in preparing and managing shipping documentation (invoices, packing lists, bills of lading, airway bills).
- Track and monitor shipments, updating internal systems and customers as required.

Customs and Compliance:

- Learn customs procedures, tariff classifications, and import/export regulations.
- Assist in preparing customs clearance documentation under supervision.
- Support adherence to trade compliance and company policies.

Required Competencies / Skills:

- Strong organisational skills with attention to detail.
- Good communication skills (verbal and written).
- Ability to work collaboratively within a team environment.
- Problem-solving mindset and willingness to learn.

Required Qualifications / Experience:

- No specific qualifications required.
- Basic IT proficiency (Microsoft Office, data entry, email communication).
- **Sector:** transportation and storage

Career Level

- Entry Level