



AIRTRAKS LIMITED t/a ATC Computer

Transport & Logistics



#JOB-2414911



ATC LOGISTICS, UNIT A1, Baldonnell Bus

Pk, Dublin 22, D22 K0V1



No of positions : 1



Paid Position



40 hours per week



38000.00-42000.00 Euro Annually



06/10/2025



03/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://apply.workable.com/atc-driving-forward/j/130BC6E45F/>



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



Transport Planner

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

This Role

The position of Transport Planner will work as part of a team which plans, books, monitors and reports on transport routes across Europe, The UK, and Ireland; the role will also involve designated accounts with primary responsibility.

The ideal candidate will be able to perform administrative tasks efficiently and to a high standard, in accordance with standard operating procedures. The successful candidate will ensure all queries and requests are dealt with promptly and professionally. They will be responsible for the preparation of documentation, maintaining files and completing financial transactions.

Working Hours: It is a full-time job with 40 hours per week.

Office Location: Baldonnell Business Park, Dublin 22

Role & Responsibilities:

Plan shipments and routes to ensure effective use of resources while meeting our SLA with clients.

Ensure compliance with EU working time directive and relevant road safety regulations.

Ensure active monitoring of all shipments in-transit, providing updates to colleagues and customers.

Ensure all milestones are updated as per our SLA.

Liaise with sub-contractors, overseas offices, and staff to ensure schedules and SLAs are met.

Liaise with clients, ATC operations, and field teams to ensure service levels are maintained.

Work closely with clients' supply chain functions to ensure schedules are met and accurately reported.

Respond to changing customer demands seamlessly.

Be responsible for communicating with customers and understanding customer requirements.

Ensure proofs of delivery / activity are actively managed.

Plan vehicles and trailer maintenance schedule.

Planning workloads & reloading for drivers and vehicles ensuring minimal empty running of vehicles.

Working as part of a planning team with cross-training for colleagues.

Liaising with accounts team to ensure accurate billing.

Ensure all trackers (FB & L15) are updated in an accurate and timely manner.

Ensure all customers emails and requests are acknowledged in a timely manner.

Ensure all booking emails are implemented in accordance with Customer Communications SOP.

Ensure all steps in checklists are followed and completed.

Ensure all jobs are fully closed out on internal system (Stratum).

Any other duties that may be assigned from time-to-time in line with your skills and competencies.

Candidate Requirements:

The successful candidate will be required to possess and demonstrate:

Substantial experience transport planning for 3+ years.

Experience in the logistics industry, including white glove services.

Excellent written and verbal communication skills.

Excellent IT skills, including Office 365 and Microsoft Office.

Full understanding of EU Working Time Directive, Digital Tachograph regulations and other relevant regulations.

A working knowledge of a European language, preferably Spanish.

Experience of MS SharePoint in a corporate environment

- This vacancy is suitable for Remote/Blended working
- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]