



PALLETXPRESS LIMITED



#JOB-2415895



Huntstown Business Park, Cappagh Road,
Dublin 11, D11 HFP4



No of positions : 1



Paid Position



40 hours per week



30000.00 Euro Annually



10/10/2025



02/11/2025

How to apply

Application Method :

Not available



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Operations 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

The role that we have available is for Operations Administrator a brief outline of the role is as follows,

Liaise and link between day and night operations.

Manage inbound and outbound manifests.

General inbound load enquires.

Engage and debrief customers regarding their freight.

Record and manage volume operation data.

Work closely with all members of the team and Network, communicating / recording relevant operation tasks.

General documentation recording and reporting for day-to-day operations

Freight volume management

General network operational queries • Ensure company procedures and quality service are always maintained.

Ensuring health and safety regulations are adhered to by all staff and visitors, at all times. (reporting where necessary)

Candidates would preferably come from an Administrative operational background ideally with logistical/transport experience however full training will be provided.

Requirements:

Be self-motivated, ambitious and enjoy working in a busy environment.

Excellent attention to detail

Excellent Communication skills both verbal & written

Strong Knowledge of MS Office products is essential.

Working hours of Monday to Friday Full Time, working an 8.30hour shift from 10am to 6.30pm.

Hybrid option available upon completion of the 6 months probationary period.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Entry Level