



Get Cracking Limited



#JOB-2424185

GET CRACKING LIMITED, Unit F/G, Stadium



Business Park, Ballycoolin Road, Dublin 11,

D11 KD3C



No of positions : 1



Paid Position



40 hours per week



35000.00 Euro Annually



10/12/2025



07/01/2026

How to apply

Application Method :

Not available



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



Operations & Logistics Specialist

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

An exceptional opportunity for ambitious and driven individuals!

Join a dynamic organisation where career growth is based on performance, and advancement opportunities are genuinely outstanding.

Key Responsibilities:

Client & Agent Coordination: Act as the main point of contact for private clients and agents. Answer phone calls, handle enquiries, and maintain strong, professional relationships throughout each job.

Daily Scheduling: Prepare and manage daily schedules, coordinating closely with the moving crew to ensure correct staffing and resources for each delivery.

Crew & Office Communication: Serve as the link between private clients, agents, crews, and office teams to guarantee smooth and efficient operations.

Dispatch Oversight (Ireland): Check on deliveries, schedule and organise all local deliveries within Ireland, and ensure vehicles and crews are dispatched efficiently and on time.

Documentation & Compliance: Prepare and manage all necessary paperwork, including PODs (Proof of Delivery), bingo sheets, job sheets, and other internal documents, ensuring accuracy and compliance with company standards.

Operational Oversight: Monitor day-to-day activities, ensure smooth running of all jobs, and resolve issues promptly as they arise.

Problem Solving: Proactively address operational challenges and maintain high standards, even when working under pressure.

Administrative Support: Answer phone calls, print, scan, and process documents; handle general office administration as needed.

Requirements & Skills:

Customer-Focused: Passionate about delivering outstanding service to private clients and agents.

Fluent English: Excellent written and verbal communication skills (perfect English is essential).

Technical Proficiency: Strong IT skills and familiarity with operational systems.

Organisational Skills: Skilled in planning schedules, coordinating teams, and managing paperwork; highly numerate.

Time Management: Able to prioritise tasks, meet tight deadlines, and handle multiple responsibilities simultaneously.

Initiative & Problem-Solving: Confident in taking ownership of issues and resolving them independently.

Can Work Under Pressure: Thrives in a fast-paced, deadline-driven environment.

Core Competencies: Teamwork, coordination, planning, reporting, inventory and documentation management, and reliability.

Positive Attitude: A strong "can-do" mindset is essential!

Ready to take your logistics career to the next level?

Apply today and join a team where your contributions are valued and your potential is truly unlimited!

- **Sector:** transportation and storage

Career Level

- Entry Level