



Company Details Confidential

#JOB-2427839

One Kilmainham Square, Kilmainham Square,
Kilmainham, Dublin 8, D08 ET1W

No of positions : 1

Paid Position

35 hours per week

42000.00 Euro Annually

14/01/2026

11/02/2026

How to apply

Application Method :

Not available



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Operations and Logistics Associate

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

What You'll Do:

Responsible for managing incoming and outgoing shipments in Klas including creating packing lists, labels and emails

Track shipments as required and communicating with freight carriers to ensure relevant deadlines are met

Creation of commercial invoices using carrier software such as Fedex, TNT, DPD, etc.

Ensure effective monitoring and communication of shipments both internally and externally

Interfacing with freight carriers for any transit delays/exceptions and answering customs queries

Arrange reverse logistics where appropriate and communicate with third parties

Monitor logistics expenses and implement process improvements and improve efficiency where necessary

Create packing lists and commercial invoices, including costing of shipments

Use SAP Business One to transfer stock to and from relevant locations, generate Sales Orders and process deliveries

Check sales details on Salesforce against SAP and ensure accurate information is captured including customer warranty purchase

Order and coordinate relevant software deliveries with physical shipments

Utilise relevant IT systems such as SAP Business One, Salesforce, WebEx, and emails for internal communication and record keeping regarding production activities and responding to queries

Other tasks in support of the Production Team when required

Required Qualifications:

Minimum 3 years relevant experience

Thorough understanding of Customs regulations & Export controls including HTS / HS Commodity Codes

Previous Experience working with ERP systems (SAP would be advantageous)

Previous experience of manufacturing administration (from a similar industry, e.g. manufacturing

would be advantageous)

Qualification in Logistics or Supply Chain

Strong communication skills (both written and verbal).

Ability to work on your own initiative with good organisational, planning and time management skills

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]