



Company Details Confidential



#JOB-2429906

JENKINSON LOGISTICS, UNIT 36, Viscount



Avenue, Airways Ind Est, Dublin 17, D17

CD96



No of positions : 1



Paid Position



35.5 hours per week



35000.00 Euro Annually



20/01/2026



17/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : Catalina.Fajardo@Jenkinson.ie



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



Air Freight Export Operator

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

Jenkinson Logistics Limited located at 36 Airways Industrial Estate, Cloghran, Dublin, D17 CD96 is seeking for Air Freight Export Operator.

Main Duties and Responsibilities:

- Processing shipment bookings
- Monitoring shipments from point of Customer booking to arrival at destination and Customer payment
- Providing a high level of Customer Service to both internal and external customers
- Liaising with airlines to ensure that the best possible rate and transit time are secured, complete bookings, airwaybills, consols, pre-alerts, and export SAD's
- Liaising with warehouse and transport personnel regarding collections and the warehouse processing of airfreight shipments
- Labeling freight for export
- Processing Sales and Purchase Invoices and dealing with any queries relating to Customer / Creditor invoices.
- Dealing with rate requests and issuing quotations
- Development of Airfreight service
- Liaising with overseas network of agents.

Additional Duties

- Assisting with holiday cover within the operations office
- Providing administration other supports to other members of the airfreight department when required
- Occasional Customer visits
- Cargowise experience preferable
- Carrying out any additional duties which may be assigned from time to time.

Working hours: 35.5 week and Annual Salary: € 35,000

The candidate must have at least 1 year of experience in the same position or similar role

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- **Sector:** transportation and storage

Career Level

- Professional

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree) **OR** International Business

(Desirable)

- **Ability Skills:** Customer Service, Sales/Marketing
- **Competency Skills:** Initiative, Priority Planning, Teamwork, Working on own Initiative
- **Specialising In:** international business; supply chain