



Leinster Shipping



#JOB-2432600



LEINSTER SHIPPING (AGENCIES) L, 27

Fitzwilliam Sq S, Dublin 2, D02 TX60



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



05/02/2026



05/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [cs@leinstershipping.com](mailto:cs@leinstershipping.com)



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



## Import / Export Operations Assistant

### 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

Import / Export Logistics Operational Assistant –

This role is inhouse working with a Team processing documentation and managing Import & Export shipments whether FCL / LCL / Air freight & Project cargoes.

Administration :-

- Receive and process Import / Export shipments through co-ordination of the Management

- Process booking confirmations within a timely fashion and in the format & procedures of the Company.

- Update CRM reporting system on a daily basis.

- Arrange Transport for collections / deliveries & organise Customs Clearance through our brokers.

- Provide support and assistant to Sales Dept. in relation to client requirements

- Respond to all client queries promptly and efficiently

- Send weekly tracker reports to clients

- Liaise with both Sales & Management team on a weekly basis in relation to client feedback

- Update & Post vendors invoices in SAGE accounting system.

- To manage and develop relationships with Overseas Agents & Contacts

Customer Service :-

- Maintain close contact with all-clients through phone & email efficiently

- Have the ability to liaise with clients on pending / up-coming loads and sailing requirements

Candidate profile :-

- Excellent phone manner essential.

- Strong time management skills & ability to work under pressure

- Ability to work as part of a Team

- Attention to details and accuracy essential

- Good working knowledge of Microsoft Word & Excel.

- Organisational skills and ability to keep clients updated on all services provided by the company.

Must have working knowledge and Experience of using the Azyra Shipping software

Knowledge to SAGE accounting systems preferable though not essential

- **Sector:** transportation and storage

**Career Level**

- Entry Level