



Leinster Shipping



#JOB-2432611



LEINSTER SHIPPING (AGENCIES) L, 27

Fitzwilliam Sq S, Dublin 2, D02 TX60



No of positions : 1



Paid Position



22.5 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



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



Sales Support Co-Ordinator

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

Sales Support Co-Ordinator - Salary to be disclosed subject to experience / negotiable & whether full / part time.

This role is for an experienced self-driven individual with a proven track record in Sales & Client Management, commercially driven and client focused.

(This could be a Three day a week office Job – Tue / Wed / Thu)

Administration :-

Contact New client base through co-ordination with Sales Management

Work known client base to increase overall throughput.

Develop new clients both Domestically and Internationally on all available trade lanes.

Meet daily call targets to achieve goals set by the Sales Dept. as per KPI's

Process quotations within a timely fashion and in the format & procedures of the Company.

Update CRM Sales reporting system on a daily basis.

Liaise with Operational dept. with client information and orders / bookings received.

Provide support and assistance to Operations in relation to pending loads / transport requirements

Respond to all client queries & quotation requests promptly

Focus on New Trades & Industries

Customer Service :-

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

General Sales quotations & follow up with clients in conjunction with the Sales Director &

Management

Candidate profile :-

Excellent phone manner essential.

Strong time management skills & ability to work under pressure

Ability to work individually and as part of a Team

Attention to details and accuracy essential

Good working knowledge of Microsoft Word & Excel & CRM (Azyra experience preferable).

Organisational skills and ability to keep clients updated on all services products of the company.

Focused and determined candidate with an ability to lead and manage staff going forward.

- **Sector:** transportation and storage

Career Level

- Not Required