



Company Details Confidential



#JOB-2442163



Kiltroque View, Kiltroge, Claregalway, Co.

Galway, H91 A2W8



No of positions : 1



Paid Position



30 hours per week



22074.00-24554.00 Euro Annually



09/04/2026



07/05/2026

How to apply

Application Method :

Not available



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



Logistics Accounts 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

Willie Kenny & Sons Transport Ltd have an opening for a part time accounts administrator to assist the office manager with day to day tasks in a busy transport company environment.

Key Duties:

- Customer service. Handling incoming calls and dealing with queries effectively.
- Maintain job records compiled from multiple sources.
- Monitor loads using tracking software & follow up with drivers when needed.
- Process delivery dockets and ensure all paperwork is present & correct.
- Assist coordination of mechanic's jobs & ensure correct logging of workshop sheets.
- Keep RSA maintenance records up to date including making sure 13 week inspections are done.
- HR, screening & work permit applications.
- Prepare RAMS - Risk Assessment Method Statements, HSA forms, insurance and incident reports.
- Transport permit applications.
- Vehicle importation paperwork preparation.
- Processing supplier invoices using Quickbooks, filing & carrying out administrative tasks.
- Compiling subsistence records from tachograph card downloads & vehicle trackers.
- Performance reporting & compliance.
- Report to the Company Director & Transport Manager and carry out ad hoc duties as required.

Requirements:

- Logistics/transport industry experience beneficial.
- High attention to detail & accuracy is KEY.
- Accountancy/bookkeeping qualification with a minimum of 2 years' experience.
- Proficient in Excel essential and comfortable with software systems.
- Strong administrative and organisational skills.

- Keep orderly filing (both paper & electronic).
- Effective communication skills. Fluent written and spoken English.
- Ability to work as a team player and on own initiative.
- Own transport needed.
- Semi flexible hours possible.
- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Analytical, Customer Service, Financial
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative
- **Driving Licence:** Full: B
- **Languages:** English C2-Master (Fluent)