



CHEMCO (IRELAND) LIMITED



#JOB-2443326



CHEMCO, Damastown Rise, Damastown

Industrial Park, Dublin 15, D15 YWX9



No of positions : 2



Paid Position



46 hours per week



36650.00 Euro Annually



16/04/2026



14/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruit@chemco.ie



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



Site Administrator and Access Controller

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

We are an chemical management and distribution company and we work with some of the world's largest companies and have been at the forefront of the chemical management industry since 1992.

The successful candidate will work in the site access hub of the facility and will be responsible for the controlling of vehicle access/egress for the site. They will also continuously monitor activities on site to ensure site rules are always being followed.

Core Responsibilities:

- Control movement of vehicles and people on and off the operating site, ensuring access protocols and site rules are always followed.
- Direct inbound traffic to appropriate areas and communicate movements to the relevant area managers.
- Complete all Goods in and Goods out steps as per training and procedure ensuring all quality and information checks are carried out and recorded.
- Complete all relevant documentation in full, clearly, and accurately including the use of various systems and documentation.
- Monitor contractors and their areas of work while on site.
- Assist and support the induction and training of Site Ops staff with a focus on attitude and culture.
- Contribute towards a positive work environment in line with the company's values and culture.
- Actively contribute towards maintaining the safety and housekeeping standards of the operational areas ensuring the facility is always in an audit ready state.

The following competencies are required:

- Excellent inter-personal and communication skills.
- High level of competency using computer systems.
- Excellent observational skills with a problem-solving attitude.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]