



Company Details Confidential



#JOB-2445121



Unit 3, Santry Hall Ind Est, Santry, Dublin 9,

D09 E4E2



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



28/04/2026



26/05/2026

How to apply

Application Method :

Not available



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Customs Administrator

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

Job Purpose:

The purpose of the Customs Administrator is to prepare customs documentation to facilitate the smooth import and export of goods.

Responsibilities:

Ensure compliance with Customs process and company procedures.

Process customs documentation, including reviewing documentation for accuracy and completeness and to customer requirements.

Work with customers and other stakeholders to resolve any questions and queries promptly and escalate where necessary.

Prepare/process import and export documentation/declarations (Ireland & UK)

Lodge PBN Pre Boarding Notifications with shipping lines.

Lodge GMR's Pre Boarding Notifications with shipping lines.

Implement controls around customs clearance procedures to ensure timely authorisations.

Follow the TAN account process and ensure funds are received or acknowledged before outlaying vat and duties.

This list is not exhaustive and may be changed in line with business requirements

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]