



STL Logistics



#JOB-2448734



S.T.L. LOGISTICS, Ballyboughan Ind Pk,  
Roscommon, Co. Roscommon, F42 TR88



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



15/05/2026



12/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [patricia.ryan@stllogistics.ie](mailto:patricia.ryan@stllogistics.ie)



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



## Administrator Roscommon

### 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

STL Roscommon is currently seeking an Administrator for a 6 month fixed term contract.

The successful candidate will be responsible for Transporters and Drivers and ensures that customer service, efficiency and other operational/business targets are consistently achieved.

Main responsibilities include but are not limited to:

Build loads (electronically) for collection

Communicate professionally, effectively and assertively with drivers and harness good working relations

Communicate professionally and effectively within the office environment and support other team members

Monitor units that could potentially be late and communicate to customer

Assist with the scheduling of transporters for service/maintenance checks

Liaise with customers, suppliers and others as appropriate

Check transporter locations regularly to ensure they are located as planned

Undertake other duties from time to time as appropriate

### Requirements

-Skills in communication, problem solving, planning and organizing

-Very strong PC skills. Previous SAP experience is advantageous

-Ability to work well under pressure

-Relevant professional qualification is desirable

• **Sector:** administrative and support service activities

### **Career Level**

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Flexibility, Problem Solving, Time Management