



CHEMCO (IRELAND) LIMITED



#JOB-2449378

Chemco Ireland Limited, Damastown Rise,



Damastown Industrial Park, Mulhuddart,

Dublin 15, D15 YWX9



No of positions : 2



Paid Position



39 hours per week



36700.00 Euro Annually



21/05/2026



18/06/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [recruit@chemco.ie](mailto: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 a chemical management and distribution company working with some of the world's largest organisations, and we have been a leader in the chemical management industry since 1992.

The company is currently seeking to recruit two candidates for this role. The successful candidates will work within the Site Operations and Logistics function of the facility and will be responsible for supporting inbound and outbound operational activities and maintaining accurate site and compliance records. The role also involves monitoring operational workflows, liaising with contractors and internal departments, and ensuring all site procedures, safety standards, and operational protocols are consistently maintained.

#### Core Responsibilities:

Support site operations by coordinating workflow activities, communicating with internal departments and contractors, and maintaining compliance across operational areas.

Coordinate inbound and outbound site activities, including vehicle movements, goods dispatch, delivery scheduling, and operational processes in line with company procedures.

Maintain accurate operational records and complete all Goods In/Goods Out procedures, ensuring quality, compliance, and information checks are properly recorded.

Complete all relevant documentation clearly and accurately, including updating operational systems and maintaining site records.

Support the induction and training of Site Operations staff while promoting a positive workplace culture aligned with company values.

Control the movement of vehicles and personnel on and off site while ensuring site access procedures and operational protocols are followed at all times.

Contribute to maintaining high standards of safety and operational readiness to ensure the facility remains audit-ready at all times.

The following competencies are required:

Excellent interpersonal and communication skills.

High level of competency using computer systems.

Excellent observational skills with a problem-solving attitude.

In addition to your normal duties, you may be required to undertake other duties appropriate to your position as may be assigned to you by your Manager and/or a member of the management team.

Chemco Ireland Ltd is an equal opportunities employer, we welcome applications from all qualified individuals and are committed to building an inclusive workplace. Offer of employment is subject to two satisfactory reference checks, a pre-employment medical assessment, and any additional pre-employment checks that may be required.

Working Hours: 39 Hours Per week

Annual Salary: 36,700.00

Company: Chemco (Ireland) Limited

Job Location: Chemco Ireland Limited, Damastown Rise, Damastown Industrial Park, Mulhuddart, Dublin 15, D15YWX9, Ireland

Start date: 22/06/2026

- **Sector:** transportation and storage

#### **Career Level**

- Experienced [Non-Managerial]