



Company Details Confidential



#JOB-2452890



Oaklands House, Oaklands, New Ross, Co.

Wexford, Y34 X335



No of positions : 1



Paid Position



40 hours per week



37544.00 Euro Annually



11/06/2026



09/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@nolantransport.com



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



Customs Clearance 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

We are currently seeking a highly motivated full-time Customs Clearance Administrator. You will be part of a growing team reporting directly to the Customs Clearance Manager. You will be responsible for supporting the team in delivering an efficient and effective service processing all customs shipments documentation and reviewing and resolving custom related queries.

Responsibilities;

Efficient preparation and submission of customs documentation online.

Deliver excellent customer service by responding promptly to internal and external customer queries.

Ensure compliance with all Company and Revenue regulations.

Liaising with carriers, agents and customers for shipping information & documentation.

Reporting requirements.

General administration.

Requirements;

Previous experience in customs clearance essential.

Excellent knowledge of imports & exports regulations.

High degree of attention to detail and accuracy.

Ability to prioritise tasks and work efficiently in a fast-paced environment.

Strong IT skills – proficiency in Excel will be an advantage.

Customer focused.

Ability to work as part of a team and use own initiative.

Excellent communication and organisational skills.

Salary - €37,544 per annum

Hours of work - 40 hours per week

Employer - NT R&D Logistics Systems Limited

Job Location - Oaklands House, Oaklands, New Ross, Co.Wexford, Y34 X335.

Full training will be provided for this role.

Please submit your CV to recruitment@nolantransport.com

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

Career Level

- Experienced [Non-Managerial]