



GILMAC LIMITED



#JOB-2457033



AERLY BIRD TRANS GLOBAL, Block Q1, N

Ring Bus Pk, Dublin 9, D09 FT22



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



08/07/2026



05/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : conor@abtg.ie



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



Transport and Distribution Clerk / Assistant

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 seeking an experienced Transport, Distribution and Customs Assistant to join our logistics team. Following major shifts in international trade, seamless customs clearance is the backbone of our supply chain. This pivotal role combines traditional distribution administration with specialized customs processing for both Irish and UK exports/imports. You will ensure our import and export operations face zero border delays while keeping transit paths fully compliant.

Key Duties and Responsibilities:

Customs Declaration Management: Prepare, review, and lodge import/export customs declarations for both Ireland and UK jurisdictions respectively, (including AIS, AEP, and Customs Import/Export declarations) via Revenue systems.

Tariff & Classification: Identify correct commodity codes, TARIC codes, and customs valuations for a diverse portfolio of transported goods

Scheduling: Assist in booking, scheduling, and tracking incoming and outgoing freight shipments with third-party transport providers.

Inventory Tracking: Monitor stock levels and update the internal Warehouse Management System(Azyra) to reflect real-time distribution data.

Compliance & Audit Support: Validate trade documentation including commercial invoices, certificates of origin, bills of lading . Conduct monthly audits to ensure compliance with AEO and GDP standards.

Requirements and Qualifications:

Experience: QQI Level 6 certificate in customs compliance or equivalent in practical experience in customs compliance .Familiarity with AEO standards of practise and training in Good delivery practises(GDP). Knowledge of Irish and UK customs.

Technical Skills: Proficiency in Azyra freight Management Software, Thyme – IT customs software , Microsoft Office (Excel, Word).

Communication: Strong written and verbal communication skills to liaise effectively with drivers and supply chain partners and customers.

Attributes: High attention to detail, strong problem-solving skills, and the ability to work under time constraints in a fast-paced environment.

- This vacancy is suitable for Remote/Blended working
- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:**Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

OR relevant experience working on Irish and UK customs clearances

- **Specialising In:**Irish and UK customs

(Desirable)

- **Ability Skills:** Communications, Computer Literacy
- **Competency Skills:** Problem Solving, Working on own Initiative