



BDP INTERNATIONAL LOGISTICS LIMITED



#JOB-2458101



Multiple Locations



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



14/07/2026



11/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : hazel.davey@psabdp.com



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



Ocean Export Freight Forwarding Co-ordinator - Kilbarrack, Dublin

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



Multiple Locations :

- The Nesta Bldg, Howth Jct, Kilbarrack Parade, Kilbarrack, Dublin 5, D05 DC60
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We are looking for a dedicated Ocean Export Freight Forwarding Co-ordinator to join our growing team. In this role, you will manage export shipments from start to finish, providing professional freight forwarding solutions that meet our customers' requirements while operating in accordance with PSA BDP's ethical standards and procedures.

What You'll Be Doing

As part of our Operations team, you will be responsible for:

- Delivering outstanding customer service by responding to enquiries, resolving issues, and building strong customer relationships.
- Managing Ocean Export LCL and FCL shipments from booking through to final documentation.
- Ensuring timely, accurate order processing and flawless documentation.
- Following and maintaining Standard Operating Procedures (SOPs), updating them where required.
- Submitting VGM via CNS and Destin8.
- Preparing and completing full export documentation and issuing pre-alerts within agreed KPIs.
- Submitting AMS, ACI, and ISF filings for applicable shipments.
- Sending EDI bookings and Shipping Instructions (SI) to carriers.
- Preparing competitive FCL and LCL quotations upon request.
- Coordinating multiple shipments simultaneously while maintaining exceptional attention to detail.
- Identifying and resolving operational issues efficiently.
- Reporting non-conformances in line with KPI requirements.
- Ensuring compliance with international shipping regulations, customs procedures, dangerous goods requirements, and trade compliance policies.

- Meeting month-end financial deadlines, including accruals and sales invoicing.

What We're Looking For

We're seeking someone who brings:

- A minimum of 3 years' experience in freight forwarding and logistics operations.
- Strong knowledge of Ocean Export operations, including both LCL and FCL shipments.
- Detailed understanding of export documentation, customs procedures, and international shipping regulations.
- Experience handling dangerous goods documentation.
- Excellent organisational skills with the ability to manage multiple priorities and meet deadlines.
- A proactive approach to problem-solving and operational excellence.
- Strong communication and customer service skills.
- High levels of accuracy and attention to detail.
- A professional qualification from a recognised educational institution is desirable.

Why Join Us?

This is an exciting opportunity to become part of a professional and collaborative logistics team where your expertise will make a real difference. We value integrity, customer focus, continuous improvement, and teamwork, and we offer an environment where your knowledge and career can continue to grow.

If you're ready to take the next step in your freight forwarding career, we'd love to hear from you.

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

Career Level

- Experienced [Non-Managerial]