



Company Details Confidential



#JOB-2458541



East Wall Road, Dublin 1, D01 V6W7



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



16/07/2026



13/08/2026

How to apply

Application Method :

Not available



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



Logistics 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

Job Description

We are seeking a reliable and organised Logistics Controller to support the coordination of day-to-day logistics operations. The successful candidate will assist with shipment scheduling, transport coordination, record keeping and the monitoring of goods movement.

Main Duties

Process customer orders and prepare delivery documentation.

Coordinate delivery schedules with transport providers.

Maintain records of deliveries, shipments and transport activities.

Monitor shipment progress and update logistics records.

Prepare transport and shipping documentation where required.

Liaise with warehouse staff, transport providers and customers regarding deliveries.

Maintain inventory movement and shipment records.

Ensure logistics documentation is complete and accurate.

Assist with logistics reports and routine operational administration.

Support the efficient coordination of daily logistics activities.

Requirements

Previous experience in logistics, transport or distribution is desirable.

Good organisational and administrative skills.

Good knowledge of Microsoft Office.

Ability to maintain accurate records and documentation.

Good communication skills.

Ability to work independently and as part of a team.

Good attention to detail and ability to manage multiple tasks.

- **Sector:** transportation and storage

Career Level

- Entry Level