



Company Details Confidential



#JOB-2458761



EXPEDITORS IRELAND LIMITED, UNIT 6,
Horizon Logistics Pk, Co. Dublin, K67 WE09



No of positions : 1



Paid Position



36.25 hours per week



37000.00 Euro Annually



20/07/2026



17/08/2026

How to apply

Application Method :

Not available



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online



Air Export & Logistics Agent

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

Main Responsibilities

Ensures smooth and timely freight and logistics process flow according to Expeditors' operational procedures. Follows customer's standard operating procedures and proactively notifies customers of any issues. Consistently meets KPI standards, as per company's procedures.

Ensures accurate and timely complex data management into our operational systems according to Expeditors' operational procedures and customer requirements. Monitors exception reports for quick data integrity resolution.

Invoices customers the expected charges timely and accurately and according to Expeditors and customer requirements. Properly provisions service provider charges to avoid reserves. Follows proper credit approval processes in order to minimize risk and protect the company.

Receive documents, prepare shipments, Route shipments, Manage freight receipt, Process shipments, Monitor shipments

Consistently completes quality work that matches job expectations. Is committed to operational excellence and continuous improvement for own job function and across the network. All activities are compliant with company policies/procedures and code of business conduct and with government regulations.

Consistently meets deadlines. Is punctual and can be relied on for planning purposes. Is organised, manages own time effectively and can prioritize.

Displays a willingness to accomplish not only his/her own job responsibilities without the need for constant prodding but is willing, without request, to aid and assist others to the benefit of the company and/or customers. Works in harmony with superiors and fellow workers without incident or delay.

Effectively listens to others and communicates (verbal and written) in a professional manner, both internally and externally. Provides relevant and timely information to co-workers, customers and service providers. Answers phone calls and responds to voicemails, emails and other communication according to Expeditors' standards.

Participates in training within the company's guidelines, completing at least 52 hours of relevant

training per year. Completes required training in a timely manner with minimal reminders. Pursues professional development goals for self, including participating in a development plan as appropriate.

Skills Required

Relevant third level degree in Commerce, Supply Chain, related field or relevant experience.

Global logistics industry knowledge.

Good computer skills (e.g., MS Excel, MS Word).

Applicant must have a good command of the English language.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]