



Company Details Confidential



#JOB-2459680



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



23/07/2026



20/08/2026

How to apply

Application Method :

Not available



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



Import & Export Coordinator

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

Import & Export Coordinator

Employer: Benova e-commerce ltd t/a IT STAR

Location: Dublin, Ireland

Salary: 36,605 p.a.

Hours: 39 hours per week

Job Summary

Benova E-Commerce Ltd trading as IT STAR is an Irish retailer specialising in the sale of new and refurbished mobile phones, tablets, laptops and technology accessories.

We are seeking an experienced Import & Export Coordinator to coordinate the import and export of technology products from overseas suppliers. The successful candidate will be responsible for managing international shipments, customs documentation, customs compliance and logistics activities to ensure the efficient movement of goods into Ireland.

The role involves regular communication with overseas suppliers, freight forwarders and customs brokers, particularly in Chinese-speaking markets. Fluency in Mandarin Chinese and Cantonese is therefore essential, together with a minimum of 2 years' experience in import/export operations or international freight forwarding.

Key Responsibilities

Coordinate the import and export of mobile phones, tablets, laptops and other technology products.

Arrange international shipments from overseas suppliers to Ireland.

Prepare and manage import/export and customs documentation required for international shipments.

Ensure compliance with Irish, EU and international customs and import/export regulations.

Liaise with overseas suppliers, freight forwarders, customs brokers and shipping companies to ensure the timely movement of goods.

Monitor shipments and resolve any transportation, customs or documentation issues.

Coordinate shipping schedules and maintain communication with overseas suppliers regarding

deliveries.

Maintain accurate import/export records and shipping documentation.

Provide shipment updates and logistics information to management and relevant departments.

Support the continuous improvement of import/export processes and customs compliance.

Assist with international returns and warranty shipments where required.

Requirements

Qualification in Logistics, Supply Chain Management, International Trade, Business or a related field is preferred.

Minimum 2 years' experience in import/export, logistics or freight forwarding.

Knowledge of import/export procedures, customs documentation and international shipping.

Experience coordinating international shipments and working with overseas suppliers.

Good command in Mandarin Chinese and Cantonese (spoken and written).

Proficient in Microsoft Office.

Strong organisational and communication skills.

Experience importing consumer electronics or technology products is an advantage.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Experienced [Non-Managerial]