



Company Details Confidential



#JOB-2470018



Unit 14, Southside Ind Est, Pouladuff, Cork,
Co. Cork, T12 XF61



No of positions : 1



Paid Position



39 hours per week



37000.00 Euro Annually



14/09/2026



12/10/2026

How to apply

Application Method :

Not available



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online



Move Manager

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

Bond Business Support Ltd t/a Nat Ross Ltd is seeking an experienced Move Manager to join our team in Co. Cork.

The successful candidate will manage the operational and logistical coordination of domestic and international relocations from initial booking through to final delivery. This includes planning moves, coordinating shipments and resources, preparing transport documentation, liaising with carriers and international agents, and monitoring schedules and costs.

Key Responsibilities

- Manage domestic and international relocation files from initial booking to completion.
- Assess move requirements and prepare detailed move plans, schedules and operational instructions.
- Coordinate collections, deliveries, packing, loading, shipping, storage and unpacking services.
- Schedule moving crews, vehicles, equipment and specialist services as required.
- Liaise with customers, international agents, carriers, crews, suppliers and warehouse staff.
- Prepare quotations, confirm bookings and ensure services align with agreed requirements.
- Prepare, review and amend air waybills (AWBs) and other international shipping documentation.
- Use airline, carrier and agent portals to manage bookings and shipment information.
- Coordinate customs and destination documentation where required.
- Maintain accurate job records, inventories, shipment details, weights and volumes.
- Monitor shipment schedules, resolve delays and communicate updates to relevant parties.
- Review supplier and agent invoices and resolve discrepancies.
- Monitor costs against quotations and maintain file profitability.
- Prepare completed files for invoicing and ensure all costs are accurately recorded.
- Ensure moves comply with relevant safety, insurance and operational requirements.
- Resolve operational issues and post-move queries promptly while maintaining company service standards.

Skills & Qualifications

- Relevant experience in move management, relocation coordination, freight forwarding or international shipping.
- Experience preparing or amending air waybills and international shipping documentation.
- Experience using airline, carrier or freight-forwarding portals.
- Experience reviewing shipment costs, supplier invoices and file profitability.
- Experience using Moveware or a similar move-management system is desirable.
- Knowledge of IATA requirements and customs procedures is an advantage.
- Strong organisational, numerical and communication skills.
- Strong planning and problem-solving abilities with excellent attention to detail.
- Ability to coordinate resources and manage multiple relocation files and deadlines.
- Proficiency in Microsoft Office.
- Proficiency in additional languages would be an advantage.

Employment Details

Company: Bond Business Support Ltd t/a Nat Ross Ltd

Location: Co. Cork

Hours: 39 hours per week

Salary: €37,000 per year

Employment type: Full-time, permanent

Work location: In person

Benefits:

- On-site parking
- Company pension
- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]