



Company Details Confidential



#JOB-2475904



ACE EXPRESS FREIGHT, Blakes Cross,
Lusk, Co. Dublin, K45 WY42



No of positions : 1



Paid Position



39 hours per week



38000.00 Euro Annually



20/10/2026



17/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : cgeary@ace-express.com



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



Operations Specialist

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

Summary

Ace Express Freight are a global freight forwarding company with more than 30 years' experience and a network of world-class partners.

We are proud to have been awarded the Deloitte 'Ireland's Best Managed Company' accolade for 13 years in a row, a testimony to our culture of continuous improvement, our investment in our people, and our philosophy of going the extra mile for our customers.

Reporting directly to the Senior UK Lead, the role holder's duties will be to provide full time support to a busy operations team. The main responsibilities of this role are to assist our Export/Import Key Accounts along with operations planning, general administrative duties, and delivering an excellent customer experience.

Duties and Responsibilities

Day-to-Day processing of new orders via on-line booking system and email requests in line with Company Policy and Procedures.

Provide excellent Customer Service by responding to enquiries / queries in a timely and manner.

To meet the operational day-to-day collection/delivery needs of our customers in the most cost efficient and effective manner.

Keeping customer updated and fully informed on order progression and any deviations that may arise.

Ensure all orders / requests include correct information with contact details.

Communicating with internal departments within Ace.

Communicating with ACE Agents.

To display and promote a positive work environment through respecting & supporting work colleagues in the completion of all duties.

Comply fully with the defined operating procedures (SOP's) and processes.

Comply fully with the administration duties inclusive of investigating, sourcing, processing, and inputting into reports or other reports as requested in a timely and efficient manner.

Proactively support and fully comply with the Companies Health and Safety policies and procedures.

Assist in other functions within Operations on a project basis when requested.

Intermediate in English.

Qualifications

Demonstrated ability to speak and write in English fluently

Good level of numeracy, literacy, and Microsoft Office skills

1-2 years similar experience preferential

Highly proficient on Excel and Reports.

Experience

Previous office administration experience in an extremely fast paced environment with several team members.

Knowledge of the Logistics / Freight Industry would be a distinct advantage

Good Communications skills with proven work performance results.

Exposure to working to KPI's

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

Career Level

- Not Required