

Transport Operations coordinator

Full time, permanent position

August 2020

Job specification

- Arranging haulage, booking vessels and imputing bookings into the Boekestijn system
- Customer service: replying to emails and problem solving
- Issuing freight sheets / Consignments notes and other documentation
- Inputting new quotations and updating our CRM system
- Assisting with sales and marketing the company – posting on LinkedIn etc
- Contribution ideas of new ways to develop Boekestijn Transport in the Irish market

Requirements:

- Proficiency in English (spoken & written) – a necessity
- Excellent communications skills
- 2-3 years' experience in a similar role
- Suitable candidate must be coming from a freight/logistic industry with this experience
- Analytical thinking and good problem solving skills.
- Ability to make quick decisions.
- Very good computer skills (Outlook, Excel, Word and Social Media).
- Knowledge of customs regulations – Brexit an advantage
- Experience in meeting deadlines prioritising tasks and taking ownership of your work load

We offer:

- Full time, permanent employment.
- Hours: Full time – Monday-Friday (9am-5pm)
- Negotiable salary dependent on experience.
- Opportunity for professional development in an international company.
- Friendly working enviroment.
- Telephone and laptop from company.

Salary: €25k-€30k

Location: Swords, Co. Dublin

Applications: Send to JacintaDooley@bostonair.ie

Closing date: 25th September 2020.