

We are one of the world's leading transport and logistics groups. The 55,000 employees stationed at over 900 locations in 100 countries are skilled in every aspect of worldwide transport trade - at sea, in the air, overland - and in providing high value integrated logistics services. We are headquartered in Switzerland.

The group's strong market position lies in the global sea- and airfreight businesses, and in providing high value integrated logistics and supply chain management services. Contract Logistics, a strategic focal point, has been expanded systematically.

We have branches in Dublin, Cork and Shannon. Our head office is situated near Dublin Airport and comprises of over 70 employees, however there are a total of 173 employees throughout Ireland.

Position: Operations Assistant

**Duties;**

- Liaising with customers on shipment arrivals and departures
- Organising deliveries and collections to customers and follow-up with transportation.
- Checking daily with shipping lines on transit schedules
- Updating information on CIEL computer operating system
- Handling Customs formalities
- Customer and Warehouse reporting
- Accruing charges on our accounts system
- Registering supplier invoices & credit notes
- General administration

Hours of Work: Monday to Friday - 9am to 5.30pm. The amount offered is €650 per month or €150 per week paid on a monthly basis.