



## **SkanTrans Ireland Vacancy: Imports / Exports operator**

SkanTrans Ireland Ltd is a privately-owned freight forwarding company that was established in 2001 and that is based in Blanchardstown, Dublin 11.

SkanTrans Ireland specializes in Road Freight services (cartons, pallets, groupage, part trailer loads, full trailer loads) to & from:

- Scandinavia (Denmark, Finland, Norway and Sweden)
- Baltic States (Estonia, Latvia and Lithuania)
- Eastern Europe

However, since 2013, we have expanded our services greatly by joining 2 major Freight Forwarding networks that allow us to provide reliable and competitive Global Sea freight and Air freight services to our customers as well as Road Transport in all European countries via our partners.

**We are currently looking to recruit an Imports / Exports Operator to work in Road and Sea Freight for our growing company.**

**It is a full time position.**

You will be part of a small team and will support the Managing Director on a need basis.

As the company is steadily growing, the potential for future career advancement will be available.

Please send your CV and letter of motivation to [sophie.loughran@skantrans.ie](mailto:sophie.loughran@skantrans.ie).

Job Description is available to download from [www.skantrans.ie](http://www.skantrans.ie)

## **Job Description**

**Title of post :** Imports / Exports Operator

**Reports to :** Office Manager

**Starting date :** ASAP

### **Duties include but are not limited to:**

- **Day to day operations in a busy office environment to include dealing with customers / quotations / bookings / shipping documentation / invoicing / creditors invoices / customer & other administrative duties.**
- **Delivery and collection scheduling** and dealing with Hauliers / subcontractors and third parties.
- Develop in-depth knowledge of all aspects of the role to ensure full ownership.
- Deal with all customer phone sales and/or customer queries / emails in a timely manner.
- Deal with quote requests from direct & indirect customers
- Liaise with overseas partners to ensure the department is proactive in providing a quality operational performance.
- Establish a good working relationship with other staff members, partners, sub-contractors and customers.
- Maintaining and / or implementing good working practices & procedures to ensure that departments run efficiently and with professionalism.
- Working in a busy fast paced environment, while maintaining quality and customer service.
- Managing your performance via agreed Key Performance Indicators.
- Pro-actively look for continuous improvement with the department to ultimately provide the customers with an efficient and professional service.
- Promote the company positively with customers, partners and suppliers through high quality of work, excellent communication, pro-active approach and positive attitude.
- Other ad-hoc responsibilities

**No experience necessary to apply for the job as in-house training will be provided.**

**However, Suitable candidate must have the following competencies:**

- **100% fluency and clarity in spoken and written English** to standard of first language is essential
- **Excellent administrative skills:** Completer/Finisher – follow through tasks, queries etc. to completion
- **Excellent organisation, time management and planning skills**
- **Excellent Customer Service Skills**
- A hands-on approach with the ability to maintain priorities and deadlines.
- Strong communication and interpersonal skills verbal and written
- Good IT skills, especially in Email, Word, Excel is essential
- Team Player, flexible and proactively uses own initiative
- Flexibility to adapt to changing demands
- A strong desire for continuous learning and desire to grow professionally



- Mature and responsible outlook
- Good presentation and outgoing personality

**Additional competencies (Nice to have):**

- Knowledge / experience in Road Freight an advantage
- Graduate in Transport, Logistics or Supply Chain Management
- FIATA Diploma in logistics

**Health**

- The candidate must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

**Other**

- Car owner with full clean driver's licence.

Salary will very much depend on experience and potential.

Please do not apply for this vacancy unless you meet the minimum pre-requisite requirements as we do not wish to receive applications from candidates that do not meet the minimum requirements.