
Vacancy – Logistics Administrator

Irish Pressings is a fast-growing engineering firm supplying engineering services and products to companies – including some of the world's most recognised automotive brands – in the UK and mainland Europe. Due to continued growth, the company has an opportunity for a strong *Logistics Administrator* to become part of our high performing team based in Gweedore.

Job duties:

- Preparing delivery schedules for lorry to meet customer expectations and our own pick-up requirements whilst optimising route efficiency;
- Schedule and coordinate lorry-drivers based on business needs;
- Responsibility for coordinating all activities related to transport including ferry; bookings, arranging lorry repair/maintenance, downloading driver cards/tacographs.
- Continuous liaison with customers and suppliers to arrange deliveries/pick-ups and constant monitoring, reviewing and updating of same if any changes;
- Responsibility for ensuring that all documentation regarding both outbound and incoming lorry loads is available and correct (correct quantities, batch numbers, part numbers, weights, bin/box quantities, etc.);
- Utilising internal MRP system to create purchase orders, sales orders, dispatch notes, etc. as required;
- Ensure that all appropriate customs documentation is completed and available in a timely manner to ensure no delays to customer deliveries or return journeys;
- Identify and drive process improvements in the Logistics work area;
- A range of other administrative tasks providing support to Operations and other Departments as required;

Job requirements:

- Experience in a strong administrative/clerical role strongly preferred;
- Proactive work-ethic and a high level of attention to detail necessary;
- Strong capabilities/skillset in all aspects of MS Office particularly Excel;
- Comfortable with numbers/maths for reviewing/confirming load weights, etc.
- Must have very strong communication skills;
- Must be self-motivated and confident to engage directly with customers, suppliers, customs agents, etc. via phone and not just email.

Further info:

- To apply, please forward CV and cover letter to hr@irishpressings.com