



**Limerick Cargo Handling
Limited**

Office Administrator

With a strong commercial mandate, Shannon Foynes Port Company has statutory jurisdiction over all marine activities on the Shannon Estuary - Ireland's largest portal area. In addition, it has substantial terminal operations, warehousing and distribution networks, Shannon Foynes Port Company owns and manages Limerick Cargo Handling Ltd to facilitate the loading and unloading of vessels at Limerick Port.

Based at Limerick Port and reporting to the Port Services Manager, the successful candidate will work as part of the Limerick Cargo Handling Team. The position being offered is a permanent contract.

Key Duties will include:

- Maintaining company records (cargoes, shipping, transactions, Customers and Agents).
- Set-up shipments/orders for stock.
- Generate (E.O.D. & weekly) reports for relevant stakeholders.
- Process orders for hauliers & customers via email, database, phone and in person as required.
- Maintaining operating records (vessel, customer, cargo/out-turn, times worked, tonnage, rates, cargo handlers working, overtime hours, crane operator, weather conditions, etc).
- Preparing paperwork before vessel arrives for the Cargo Handlers.
- Preparing invoices, compiling information from Agents, Customers, LCH Supervisor and Terminal Operations Manager, issuing them once approved and updating computer records.
- Issuing monthly statements.
- Monitoring payments and contacting customers requesting payment on overdue accounts.

Requirements:

- Experience of keeping financial records, carrying out calculations, and preparation of invoices.
- Excellent IT skills, proficient in MS Office including experience in the use of accounting packages.
- Ability to work on own initiative to deadlines.
- Excellent organisational and accuracy skills with strong attention to detail.
- Capable of working in a dynamic traditional collaborative office environment.
- Experience of working with weights and measures.

Benefits:

- Competitive Salary.
- Pension Fund / Life Assurance.
- Health Screening.
- Discretionary Sick Pay Scheme.
- On Site Parking.

Applications should include a full CV and must be sent by email amoran@sfpc.ie to be received by Friday the 29th of August 2025. All applicants require existing EU working entitlement and a full EU driver's licence.

Canvassing will disqualify.

For further information on Shannon Foynes Port Company see our website www.sfpc.ie

Limerick Cargo Handling is an Equal Opportunities Employer