



SECON CONSTRUCTION SERVICES

LIMITED



#APP-2393959



Cork City,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



29/05/2025



26/06/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : k.oconnell@seconconstruction.com



Open your camera
app & point here
to view this ad
online



Logistics Apprentice - Apprenticeship

Job Description

First Year Apprentice Vacancy

****Logistics Apprentice – Secon Construction Services Ltd**

About Us

Secon Construction Services Ltd. is a leading nationwide contractor specialising in Industrial Insulation & Cladding, with a strong presence in the Pharmaceutical, Dairy, Brewing, Food, Process, and Construction industries.

We also offer specialist fire stopping solutions and operate a fabrication workshop for high-quality, in-house product manufacturing. Operating both in Ireland and internationally, we pride ourselves on delivering comprehensive, multidivisional services to our clients.

We are currently seeking a Logistics Apprentice to join our dynamic and fast-paced team. This is a fantastic opportunity to gain hands-on experience in logistics, purchasing, and project support within a well-established company.

Role & Responsibilities

As a Logistics Apprentice, you will work alongside experienced professionals and support the logistics and procurement function of our business. Your responsibilities will include:

- Managing daily order processing, packaging, and dispatch.
- Sourcing and purchasing materials locally and internationally.
- Preparing and maintaining purchase orders and delivery documentation.
- Liaising with suppliers, contractors, and internal teams to ensure timely delivery.
- Monitoring supplier performance (cost, quality, delivery) and resolving invoice queries.
- Conducting stock takes of insulation and metal fabrication materials.
- Managing stock levels in the workshop and ensuring orders are prepared for delivery or collection.
- Coordinating PPE distribution and ensuring all sites are correctly stocked.
- Supporting inspection scheduling and renewal for safety equipment (e.g., harnesses, ladders).
- Reconciling deliveries with purchase orders and resolving any discrepancies.
- Assisting with site logistics and resolving material or manpower issues.
- Organising safety training courses and maintaining compliance documentation.

- Assisting subcontractors with inductions and safety paperwork.
- Updating internal training records (CIRI/VCR templates).
- Providing general administrative support including data entry and report preparation.
- Helping set up new projects and generating weekly/monthly reports.
- Completing training modules (e.g. Sage University Certification).
- Supporting the team with general ad hoc duties and front desk reception tasks.

****What We're Looking For**

Essential:

- Good communication and organisational skills.
- Strong IT skills (especially Microsoft Excel).
- Willingness to learn and take on new challenges.
- Positive, flexible, and professional attitude.
- Ability to work well under pressure and meet deadlines.
- Keen eye for detail and a logical approach to problem-solving.
- Ability to take instruction and also show initiative.

Desirable:

- Previous administrative experience (especially in construction/logistics).

For more information please see [apprenticeship.ie](https://www.apprenticeship.ie)

Note: As part of the national apprenticeship system, there are formal requirements for approval of an employer's suitability to train apprentices and for registration of apprentices. Advertising on this site does not guarantee that Employers are approved to recruit and train for apprenticeship positions.

- **Sector:** construction

Career Level

- Not Required