



RHENUS LOGISTICS LIMITED



#APP-2413424



Co. Galway,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



23/09/2025



21/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [hannah.omalley@rhenus.com](mailto:hannah.omalley@rhenus.com)



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



## Logistics Associate - Apprenticeship

### Job Description

First Year Apprentice Vacancy

Logistics Associate Apprenticeship

Company: Rhenus Logistics

Location: Unit 637, Northwest Logistics Park, Kilshane Avenue, Northwest Business Park, Ballycoolin, Dublin 15, D15 V2YD

Start date: September in line with course start date

Pay: €26,325- 28,840.50 (prorated to hours worked) paid monthly.

Job Title: Transport Apprentice

Schedule: 9am to 5 pm Monday to Friday.

### Role Purpose:

The Transport Administration Apprentice will support the transport team with day-to-day administrative duties to ensure the smooth and efficient running of operations. The role will involve completing and reviewing transport documentation, monitoring daily performance metrics, and providing cover for transport planners when required. This apprenticeship offers the opportunity to gain practical experience and develop knowledge of transport planning and logistics within a fast-paced 3PL environment.

### Key Responsibilities:

- Process and file Proof of Delivery (POD) paperwork accurately and within agreed timescales.
- Review daily transport metrics (e.g., on-time delivery, POD compliance, delays) and highlight required actions to the transport team.
- Check driver and delivery paperwork for completeness and compliance with company procedures.
- Provide cover and administrative support to transport planners, including updating routes and schedules in the Transport Management System (TMS).
- Maintain clear and professional communication with drivers, warehouse staff, and other stakeholders.
- Assist with data entry, reporting, and general administrative duties within the transport function.
- Contribute to continuous improvement initiatives by identifying recurring issues or inefficiencies.
- Ensure all tasks are completed in line with company policies, procedures, and health & safety standards.

#### Skills & Competencies:

- Strong attention to detail and accuracy in administrative tasks.
- Good organisational and time management skills.
- Ability to work effectively as part of a team.
- Good communication skills (verbal and written).
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Willingness to learn and develop knowledge of transport planning and logistics.

#### Apprenticeship Eligibility Criteria:

- Apprentices must be at least 18 years of age and meet one of the following LAA programme entry criteria:

H7/O6 or above in five leaving certificate (or equivalent) subjects. A minimum of grade O6 must be obtained in English. A minimum of grade O6 or a B2 or above in Foundation level must be obtained in mathematics.

- Holders of a QQI Level 5 or Level 6 (or equivalent) in cognate areas (e.g. business, logistics and distribution, supply chain management, etc).
- Applicants may also be eligible to become apprentices via Recognition of Prior Learning (RPL)

#### Application contact:

Hannah O'Malley , EMAIL: [hannah.omalley@rhenus.com](mailto:hannah.omalley@rhenus.com)

For more information please see [apprenticeship.ie](http://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:** other service activities

#### Career Level

- Not Required