



MAURICE WARD AND COMPANY LIMITED



#APP-2460084



Swords, Co. Dublin,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



24/07/2026



21/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : gerard.hall@mauriceward.com



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



Logistics - Warehouse & Road Freight Operations Support Apprenticeship

Job Description

Dual Role – Warehouse & Road Freight Operations Support

Swords, Dublin

Reporting to: Operations Manager

Available under the Logistics Associate Apprenticeship (LAA)

About the Role

We are seeking a motivated and reliable individual to join our Swords branch in a dual- function role supporting both warehouse operations and freight administration.

This role provides hands-on exposure across air and road freight movements, working closely with drivers, customers, and the wider operations team. It is an excellent opportunity for someone looking to build a long-term career in logistics.

The position is offered through the Logistics Associate Apprenticeship (LAA) programme, combining practical experience with a recognised industry qualification.

Key Responsibilities

Road Freight Operations Support

- Work closely with the Sales and Operations teams, receiving structured job handovers including agreed haulier instructions and approved rates
- Enter and manage road freight bookings accurately within the FMS transport system
- Book nominated third-party hauliers and proactively manage shipments through to final delivery
- Monitor collections and deliveries, resolving issues and escalating where required
- Provide customers with timely transport updates across domestic and international road movements
- Raise customer invoices in line with agreed commercial terms
- Ensure PODs and all transport documentation are received, processed, and filed in accordance with company procedures

Warehouse Operations

- Liaise with Air Import & Export teams regarding inbound and outbound freight from our Swords warehouse
- Receive, check, and stage inbound shipments
- Prepare outbound freight for onward distribution
- Greet and coordinate drivers and couriers on arrival
- Assign correct shipments and verify documentation
- Obtain signed handover documents
- Label, scan, and file PODs and transport documentation
- Maintain warehouse cleanliness and high safety standards

What We're Looking For

- Strong organisational and communication skills
- High attention to detail
- Ability to work on own initiative and manage workload effectively
- Ability to work in a fast-paced operational environment
- Proactive and team-oriented attitude
- Interest in logistics, transport, or supply chain
- Forklift certification desirable (but not essential)

Previous experience in transport or warehouse operations is beneficial but not essential.

Why Join Us?

- Exposure to both warehouse and freight operations
- Broad experience across domestic and international logistics
- Structured development pathway (LAA option available)
- Opportunity to grow within a busy and expanding operation
- Supportive team environment

Application process:

Submit your CV and cover letter to Vacancies.ie@mauriceward.com with email subject: Application for Logistics Associate Apprenticeship.

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:** transportation and storage

Career Level

- Entry Level