



SOUTH COAST LOGISTICS LIMITED



#APP-2462496



Fermoy, Co. Cork,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



05/08/2026



02/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Address:

[Please apply quoting the job title along with an updated CV to \[jobs@southcoast.ie\]\(mailto:jobs@southcoast.ie\)](#)

[You must be able to start employment before the end of September to start the apprenticeship.](#)



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



Logistics Associate - Apprenticeship

Job Description

Mon – Fri, 8.30am to 5:30pm

- One day paid in college (MTU Cork)

The main purpose of the job/apprenticeship:

To learn and understand the key elements of Logistics and Transport within South Coast. Using the knowledge gained from your industry recognised apprenticeship and your practical working experience gained from your mentor, you will use this to become an accomplished Key Account Administrator and become an integral part of South Coast's operation and journey forward.

Key Tasks of a Logistics Apprentice:

You will be given training and support to enable you to be fully proficient in the below:

- First point of contact and provide administrative support to a dedicated list of key customers
- Liaise with transport planners to schedule deliveries. Advise customers as quickly as possible of any changes to delivery schedule including potential delays
- Assist customers with specific requests and queries, ensuring a timely and accurate response to all queries
- Confirm delivery details for previous day's deliveries and issue relevant paperwork/reports in accordance with agreed customers timeframes, update stratum accordingly.
- Ensure that all additional costs and charges are issued to customers in a timely and prescribed manner
- Ensure attention to detail on all reports and communication issued
- Ensure that any discrepancies in job notes or instructions are rectified on transport templates
- Upload customer jobs to our system in advance and ensure all specific requests are included on the job details. Update weekly planning sheets accordingly
- Ensure that drivers have all relevant paperwork for customer loads
- Monitor progress of key customer jobs on a daily basis and report delays or other issues to customer in a timely manner
- Ensure that Operations Director is kept abreast of any customer issues or concerns

Strive for continuous improvement, efficiency and streamlining of planning operations

- Always providing the highest standards of customer service in line with company values
- Identify and highlight to management any potential improvement opportunities
- Attend operational and other meetings as required by management
- Undertake any other reasonable work as required

- Provide inputs into weekly and monthly reports for issue to Operations Director

Skills and Requirements:

- Excellent Problem Solving, Planning and Organising skills
- Excellent Communication/Telephone skills
- Strong administrative and customer service skills
- Ability to work under pressure using own initiative
- Proficient in Microsoft Word/Excel

Benefits:

- Earn whilst you Learn – You will be paid a competitive salary whilst receiving mentorship from experienced professionals in the industry and whilst completing an industry recognised apprenticeship.
- Become part of a Company that invests in you. As long as you show the desire to learn and the work ethic to progress, there will be opportunities within South Coast.

For more information please see 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

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

OR Business, Logistics and Distribution, Supply Chain Management

(Desirable)

- **Ability Skills:** Communications, Manual
- **Competency Skills:** Flexibility, Initiative, Time Management, Working on own Initiative