



RHENUS LOGISTICS LIMITED



#APP-2463047



Co. Galway,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



07/08/2026



04/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : 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

Job Title: Freight Apprentice

Position Reports to: Paul Burke (Road Freight Manager Ireland)

Location: Based in SSL B1, Deerpark Industrial Estate, Oranmore, Co. Galway

Start date: September in line with course start date

Role Purpose:

This role supports the fast and efficient flow of goods on behalf of our customers from the sender to the receiver.

**Key Tasks and Responsibilities:

General:

- Handle clients and shipments from A to Z (From booking to financial settlements).
- Manage import and export processes.
- Maintain Group Email Inbox.
- Managing international shipping logistics for large shipments by working with customs agents, shipping companies, and other third parties.
- Coordinating transportation arrangements such as trucks, railcars, airplanes, ships, or ocean containers.
- Support the Road Freight Manager Ireland to achieve corporate goals while providing recommendations of continuous process improvements.

Customer Service:

- Understanding the client's business and shipping needs to provide comprehensive logistics solutions.
- Develop strong relationships with clients to ensure their satisfaction and repeat business.
- Communicating with customers regarding shipment details and delivery schedules.
- Evaluating potential clients' shipping needs and recommending appropriate solutions e.g., trucking, airline, shipping, or train.
- Assessing carrier performance based on customer feedback and implementing changes where

necessary.

- Establishing relationships with vendors and suppliers to develop new business opportunities.
- Negotiate and arrange transport of goods with shipping or freight companies.
- Communicating with carriers relating to transport updates, issues affecting the carrier, delivery times etc.
- Resolve any issues that may arise during shipping, such as delays or damaged goods.

Administration:

- Tracking shipments using a software system.
- Reviewing shipping documentation to ensure compliance with company standards and regulations e.g., customs.
- Maintaining records of all incoming and outgoing shipments.
- Ensure all customs procedures/regulations for freight are complied with to maintain AEO Status.
- Accessing multiple data bases to monitor, track, and verify incoming and outgoing shipments.
- Non-conformance reporting in accordance with the KPI's.
- Prepare and process documentation required for customs clearance and other international shipping requirements.
- Create, update, and execute SOPs for new and existing processes.
- Verify adherence of documentation to customs, insurance, or regulatory requirements.

Accounts:

- Assists with the identification of cross sell/up sell opportunities to the customers.
- Responding to tender requests and providing quotations.
- Coordinating with shipping companies to negotiate rates and schedules for shipments.

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:** other service activities

Career Level

- Not Required