



OSTEOTEC IRELAND LIMITED



#JOB-2407355



Providence House, Blanchardstown Corpo,
Dublin 15, D15 XPT9



No of positions : 1



Paid Position



37.5 hours per week



35000.00-40000.00 Euro Annually



14/08/2025



11/09/2025

How to apply

Application Method :

Not available



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Medical Warehouse Operative

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

The medical warehouse operative is responsible for fulfilling orders, checking loan kits, and managing the goods inward and goods outbound processes. The warehouse operative ensures tasks are completed with high quality and efficiency and will be responsible for performing audits and ensuring the warehouse is run in an orderly fashion.

Responsibilities:

- Processing orders from the ERP
- Receiving in orders from suppliers and vendors
- Picking items from the warehouse to fulfil orders
- Processing of loan kit requests
- Assembly, packing of kits and despatch of kits to appropriate hospitals with correct documentation
- Inspection of incoming kits
- Proper documentation handling – Scanning, Filing, Digital attachments
- Reduce waste in warehouse processes (physical and procedural)
- Support quality assurance and regulatory compliance
- Inspect incoming medical devices and components for compliance with specifications and regulatory standards (e.g., ISO 13485, FDA 21 CFR Part 820).
- Document non-conformances and assist in root cause investigations and CAPA (Corrective and Preventive Actions).
- Maintain accurate QC records, batch documentation, and inspection logs.
- Perform routine audits on warehouse and production areas to ensure compliance with SOPs and Good Manufacturing Practices (GMP).
- Assist with calibration and maintenance of inspection equipment.
- Support sales staff inquiries
- Assist the leadership team in new rollouts
- Resolve issues that may arise from customer service regarding usage

Liaising with sales reps on surgery case usage

Cross functional training in other departments (Cust Svc, QARA, Sales, Finance)

Any other relevant, reasonable ad hoc duties that may be requested.

Essential:

Medical Device Industry Experience

Ability to communicate in a highly effective manner and work both independently and as part of a team.

IT literate and efficient in an administrative environment.

Ability to work on own initiative, prioritising and organising workload. Problem solving skills and a great telephone manner are also vital to this role.

Continuous improvement of the departments processes, focusing on Quality, productivity and

Customer Engagement

Meticulous attention to detail and accuracy in work

High level of written and verbal communication skills;

Flexibility - must be able to deal with different levels of workload,

Good team player.

Highly Desirable:

Office Environment experience working in a professional office environment.

Proven excellent communication skills

A levels or higher (or equivalent)

- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Analytical, Computer Literacy, Customer Service
- **Competency Skills:** Priority Planning, Problem Solving, Teamwork, Working on own Initiative
- **Proximity Locator Distance:** 20 Kilometres