



Company Details Confidential



#JOB-2412711



STANDARD CONTROL SYSTEMS, D1/D2,
Riverview Bus Pk, Dublin 12, D12 VK38



No of positions : 1



Paid Position



38 hours per week



28000.00-30000.00 Euro Annually



19/09/2025



05/10/2025

How to apply

Application Method :

Not available



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



Warehouse Assistant/ 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

As a Store Assistant, you'll keep our materials moving and the warehouse running smoothly. You will receive and dispatch goods, coordinate with couriers, pick/pack orders, and ensure everything is correctly labelled, documented, and traceable. You'll keep the stores tidy and compliant, maintain accurate stock records, and flag issues early (damages, shortages, delays). This is practical, hands-on, deadline-driven work where consistency and attention to detail matter.

About Us

Take the next step in your career with a growing BMS integrator. We are expanding across Ireland and Europe and we want people who are ready for responsibility, clear direction and real impact. You will join a team that builds capability, not just headcount, with structured learning and hands-on experience from day one.

What We're Looking For

Reliable organiser with strong communication, attention to detail and pride in tidy, safe workspaces

Key Responsibilities

Inbound: Book in deliveries; check quantities and condition against PO/delivery notes; label and store items in the correct location; escalate discrepancies immediately.

Outbound: Pick to works orders; pack securely; generate labels and documentation; book couriers/collections; hand over on time with clean, complete paperwork.

Couriers & Shipments: Use carrier portals for bookings and tracking; prepare shipping docs (labels, manifests, customs/commercial invoices where required); communicate ETAs and issues.

Warehouse Standards: Keep aisles clear, shelves organised, and packaging areas clean; manage waste/recycling; uphold 5S and basic H&S practices at all times.

Stock Control: Run cycle counts; maintain accurate bin locations; support quarterly stocktakes; update discrepancies promptly.

Labelling & Traceability: Apply barcodes/asset tags; maintain lot/serial tracking where required; ensure every item is identifiable and auditable.

Systems & Records: Update stock movements in the ERP/stock system; attach delivery notes, photos and evidence; keep registers current and accurate.

Continuous Improvement: Suggest packaging, layout, or process tweaks that cut time, cost, damage or errors; adopt standard work instructions

What You'll Gain

Real, end-to-end experience in goods receiving, inventory control, and dispatch in a live operations environment.

Practical fluency with stock systems and carrier booking portals.

Exposure to project logistics across data centre, pharma and healthcare workstreams.

Training in 5S, basic H&S, manual handling, and safe storage practices.

A clear understanding of traceability and evidence management aligned to ISO-style quality systems.

Mentorship from Operations and Quality teams, plus regular, practical feedback.

Direct Employment Benefits

Competitive salary (commensurate with experience)

Company pension scheme

Company health insurance contribution

Enhanced holiday allowance: 20 days annually, rising by 1 day per year of service (up to 25 days total)

Bike-to-work scheme

- **Sector:** construction

Career Level

- Entry Level