



Company Details Confidential



#JOB-2420429



Unit 4, Naas Rd Bus Pk, Muirfield Drive,
Dublin 12, D12 PP44



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



12/11/2025



10/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : billy@derrywood.com



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



Warehouse Technologist

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

Job Title: Warehouse Assistant

Location: Dublin.12

Reports To: Warehouse Manager

Department: Warehouse & Sales Support

Employment Type: Full-Time

Role Summary:

We are seeking a motivated and reliable Warehouse Assistant to join our busy electrical distribution team. The successful candidate will play an important role in ensuring the smooth running of warehouse operations, including order processing, picking and packing, dispatching goods, and providing excellent customer service via phone and email.

This position combines both warehouse and sales support responsibilities, requiring attention to detail, good communication skills, and the ability to work efficiently in a fast-paced environment.

Key Responsibilities:

Order Processing & Dispatch

Process customer orders accurately using the company's Intact system (ERP).

Pick, pack, and prepare orders for dispatch according to delivery schedules.

Check goods in and out, ensuring accuracy and quality.

Maintain accurate stock levels and report discrepancies.

Ensure all outgoing orders are correctly labelled, documented, and shipped on time.

Sales & Customer Support

Answer incoming sales calls and emails from trade and retail customers.

Provide product information, availability, and pricing support.

Liaise with suppliers and internal sales teams to ensure smooth order fulfilment.

Assist customers with order updates, delivery queries, and returns.

Warehouse Operations

Maintain a clean, safe, and organised warehouse environment.

Assist with regular stock takes and inventory management.

Follow health and safety guidelines and company procedures at all times.

Skills & Experience Required:

Previous experience in a warehouse or electrical wholesale environment preferred.

Familiarity with Intact ERP system or similar order processing software (training provided).

Good understanding of electrical products and components (advantageous).

Strong attention to detail and accuracy in handling orders.

Excellent communication and teamwork skills.

Proficient in Microsoft Office (Outlook, Word).

Ability to lift and handle goods safely.

Fork lift license (preferred but not essential).

Package:

Excellent benefits for the right person, working hours 9-5 (Mon -Thurs) 9 - 4 (Friday)

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Not Required