



AIRMOUNT BEAUTY LIMITED



#JOB-2434369

THE MANICURE COMPANY, Unit 1, Six Cross



Rds Bus Pk, Kilbarry, Waterford, Co.

Waterford, X91 H516



No of positions : 1



Paid Position



30 hours per week



Competitive



17/02/2026



17/03/2026

## How to apply

### Application Method :

Not available



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online



## Orders Processing Team Member

### 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 Order Processing Team Member is responsible for accurately picking, packing, and preparing online (e-commerce) and wholesale orders for dispatch. This role supports daily warehouse operations by ensuring orders are fulfilled on time, inventory is handled correctly, and packaging meets brand and carrier requirements.

The role is 30 hours per week (9 am - 5 pm Monday - Friday)

### Key Responsibilities:

- Pick products accurately from stock locations using pick lists and handheld scanners
- Pack online and wholesale orders to specification, including protective packaging, inserts, documentation, and labelling.
- Verify order accuracy (SKU, quantity, condition, batch/lot where applicable) before sealing and dispatching.
- Prepare shipping labels and carrier paperwork; stage orders for collection by courier/pallet carrier.
- Handle wholesale requirements such as carton labelling, packing slips etc.
- Perform basic quality checks and report damaged, missing, or incorrect items to a supervisor.
- Maintain clean, organised work areas and follow safe manual handling practices.
- Assist with inventory tasks as needed (stock replenishment, cycle counts, bin checks, goods-in putaway).
- Support peak periods with flexibility across picking, packing, returns processing, and general warehouse duties.
- Communicate clearly with colleagues on priorities, backorders, substitutions, and rush orders.

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

### Career Level

- Not Required