



HENLEY FORKLIFT GROUP LIMITED



#JOB-2435521



HENLEY FORKLIFT GROUP LIMITED, Comm  
Est, Tuam Rd, Galway, Co. Galway, H91 PK18



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



24/02/2026



24/03/2026

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [careers@henley.ie](mailto:careers@henley.ie)

Phone : 016209200



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



## Parts Advisor

### 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

We have a great career opportunity for a full time Spare Parts Advisor to join our team in Galway office.

This is a hands-on role where the successful candidate should have a flexible approach to the job and be willing to help other departments within the organisation. Experience in a similar role would be an advantage and manual handling will be required.

#### Main Duties

- Assist in the day-to-day duties of the Spare Parts department
- Identify parts from our inhouse system ( training provided )
- Deal with customers at the front counter
- Handle telephone enquiries and identifying customers' needs
- Liaise with other personnel from different departments across the organisation
- Receiving and verifying the quality and quantity of new deliveries
- Packing boxes for outward deliveries
- Prepare paperwork such as invoices and delivery notes
- Assist with stock control and stock takes
- Data input onto stock system
- Maintain cleanliness of the storeroom at all times

#### Experience

- A positive attitude
- Hard working with ability to work on own initiative
- Be computer literate
- Customer service orientated
- Drivers Licence required.

Excellent communication and organisational skills

Experience in a similar role an advantage

This role involves manual handling

- **Sector:** administrative and support service activities

**Career Level**

- Not Required