



ROBERT E. NOLAN LIMITED



#JOB-2456181

NOLAN lighting and Electrical Solutions , Unit



8, Primeside Pk, Northwest Bus Pk, Dublin 15,

D15 NX00



No of positions : 1



Paid Position



40 hours per week



31000.00-35000.00 Euro Hourly



02/07/2026



30/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [Accounts@nles.ie](mailto:Accounts@nles.ie)



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



## Warehouse operatative

### 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

#### Role Summary

We are seeking a mature, responsible, and highly self-motivated Warehouse Operative to manage the day-to-day operations of our small but busy warehouse. The successful candidate will be responsible for goods inward, order fulfilment, stock control, documentation, and dispatch. This role requires a high degree of autonomy, attention to detail, and a focus on maintaining accurate inventory records using Sage 50 Accounts.

#### Key Responsibilities

##### 1. Warehouse Operations & Logistics

**Goods Inwards:** Receive, inspect, and accurately process all incoming deliveries, ensuring goods match purchase orders and are free from damage.

**Order Picking & Packing:** Efficiently pick, pack, and prepare customer orders for dispatch, adhering to quality and accuracy standards.

**Dispatch:** Book and coordinate consignments with various courier and logistics companies.

**Delivery Follow-Up:** Proactively track and resolve any delivery issues, delays, or discrepancies that may arise, liaising with couriers and internal staff.

**Equipment Operation:** Safely operate a forklift for the movement and storage of goods.

##### 2. Stock Control & Documentation

**Stock Management:** Maintain accurate physical stock levels and perform regular cycle counts and stock-takes.

**Data Entry (Sage 50):** Accurately process all stock movements (goods inward and outward) and maintain inventory records using Sage 50 Accounts.

**Documentation:** Prepare and maintain comprehensive and accurate documentation for all inward and outward goods for the Accounts Department (e.g., GRNs, dispatch notes, courier manifests).

##### 3. Health, Safety & Maintenance

Adhere strictly to all relevant Health and Safety procedures and site rules.

Maintain a clean, organized, and safe working environment at all times.

Ensure the safe storage and handling of all materials, including those requiring specific storage conditions.

#### Essential Skills & Experience

**Proven Autonomy:** Demonstrable ability to work reliably and effectively on one's own volition with minimal supervision in a fast-paced environment.

**Maturity & Responsibility:** A mature and responsible attitude toward work, colleagues, and company assets.

**IT Proficiency:** Reasonable working knowledge of Microsoft Office (Word, Excel, Outlook).

**ERP/Accounting Software:** Direct, recent experience operating and maintaining stock records within Sage 50 Accounts (or similar accounting/inventory software).

#### Essential Qualifications & Licences

The successful applicant must hold the following valid certifications:

**Forklift Licence:** Valid certification/licence for relevant material handling equipment (e.g., Counterbalance, Reach Truck).

**Health & Safety Documentation:** Current certification for:

Manual Handling

Working from Heights

#### Desirable Skills & Experience (Advantageous, but not Mandatory)

Previous experience working within the electrical industry, ideally for a wholesaler or distributor.

**Driving Licence:** Valid clean licence. You may be asked to complete

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

#### **Career Level**

- Not Required

#### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Communications, Computer Literacy, Manual
- **Competency Skills:** Labouring, Leadership, Teamwork, Time Management