



PAIGE IMPORT SOLUTIONS LIMITED



#WPEP-2463173



Paige Import Solutions, Clonminam Bus Pk,
Portlaoise, Co. Laois, R32 HX61



No of positions : 1



Work Placement Experience Programme



As per WPEP guidelines



Work Placement Experience Programme



01/09/2026



27/10/2026

How to apply

Application Method :

This programme is for jobseekers that are in receipt of a qualifying social welfare payment and those transferring from a social welfare scheme. Full eligibility details are available [here](#)



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Procurement Pick and Pack Assistant - WPEP Scheme

Application Details

This Work Placement Experience Programme provides Participants with an opportunity to gain meaningful work experience, learning and training while on the programme. This programme is for jobseekers who are in receipt of qualifying social welfare payments and those transferring from a social welfare scheme or an ETB Training Allowance. Your eligibility for this programme will be verified by the Department as part of the application process.

Job Description

The participant will gain practical experience in Procurement, Warehousing, Pick & Pack and Distribution operations, developing an understanding of how businesses manage products, stock and customer orders.

The participant will have the opportunity to gain experience across the full process from initial sourcing and procurement through to storage, order fulfilment and final delivery. This will provide exposure to supply chain operations, stock management and customer order processing.

The participant will also gain experience of integrated print, procurement and fulfilment operations, particularly in relation to printed materials, promotional products, point-of-sale items, signage, uniforms and campaign materials.

Experience will be gained in picking, packing and dispatching orders to individual locations and multiple destinations, providing an understanding of distribution requirements for businesses operating across Ireland.

Working alongside experienced operational staff, the participant will develop an awareness of quality procedures, accuracy, traceability, efficiency and dependable delivery throughout the process.

The participant will gain valuable experience in procurement and fulfilment services and learn how tailored solutions are delivered to meet individual client requirements.

The participant will gain experience in:

- Product sourcing and procurement
- Supplier management and purchasing
- Goods receiving and stock checking
- Secure warehousing and inventory management
- Pick & pack order fulfilment
- Kitting and assembly of multiple products

- Packaging, labelling and preparation for dispatch
- Promotional and campaign fulfilment
- Printed material and marketing collateral fulfilment
- Bulk and individual order processing
- Nationwide distribution and delivery processes
- Returns and stock management
- Reporting and stock control

Role Description

Formal training will include:

- Procurement & Purchasing – sourcing products, obtaining quotations, raising purchase orders, supplier communication and understanding purchasing procedures.
- Goods Inwards – receiving deliveries, checking quantities and quality against purchase orders and correctly recording incoming stock.
- Stock & Inventory Management – stock control procedures, stock rotation, inventory checks and maintaining accurate stock records.
- Pick & Pack Operations – accurately picking customer orders, checking quantities, appropriate packaging and preparing orders for dispatch.
- Order Processing – understanding the process from customer order through production/procurement, fulfilment and final dispatch.
- Distribution & Logistics – preparation of consignments, transport documentation, delivery scheduling and tracking.
- Quality Control – checking orders for accuracy and quality and following documented quality procedures.
- Health & Safety – safe working practices within a warehouse and production environment, manual handling and workplace safety procedures.
- IT & Administration Systems – use of relevant systems for order processing, stock management, purchasing and record keeping.
- Environmental & Sustainability Procedures – responsible packaging, waste reduction, recycling and environmentally conscious procurement practices.

Informal Training Provided

- The candidate will receive structured, practical training across key areas of procurement, warehousing, stock management and order fulfilment. Training will be provided and supervised by experienced members of the management and operations team.
- Customer & Supplier Communication – professional communication, handling queries and understanding the importance of customer service.
- Warehousing Procedures – correct storage, identification and location of products, efficient warehouse organisation and safe handling practices.

- **Sector:** transportation and storage

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0