



OASIS DOCUMENT AND DATA

MANAGEMENT LIMITED



#JOB-2472899



Unit 100 Northwest Business Park,
Ballycoolin, Dublin,



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



01/10/2026



29/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://www.rezooom.com/job/104441/>



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



Record Centre (Warehouse) Operative - Ballycoolin

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 Role

The Record Centre Operative is responsible for the daily activity in the record centre, utilising software to control movement at the box, file tape and miscellaneous levels. The role is based at our site in Ballycoolin, Republic of Ireland.

Key Responsibilities

Ensure all daily client work orders are filled upon receipt from Client Service.

Ensure Rush work orders are delivered in a timely manner.

Refile files, containers and tapes daily and within the allocated timescales.

Comply with daily maintenance and safety checks of all record equipment.

Maintain assigned racking and row upkeep (containers and/or lids replaced and repaired, floors free of debris, notify Ops Manager/RC Supervisor of needed rack or lighting repairs required)

Help unload/load trucks/vans.

Operate forklifts and /or pick lifts.

Complete daily paperwork before leaving for the day.

Perform auditing per schedule or as requested.

Process destruction orders per schedule or as requested.

Verify and load all orders per SOP's.

Comply with all company policies and all relevant data protection legislation to ensure.

Our clients and team members' sensitive and personal information is protected and processed in accordance with the law.

Our team members' and clients' rights under the legislation are fully protected..

Adhere to all company policies and complete all mandatory training modules.

Report any potential or actual security, environmental or health and safety incidents to your line manager and/ or the OASIS Compliance team as soon as you become aware of them.

Any other additional duties as deemed necessary to support the business.

Candidate Requirements

Strong attention to detail essential.

Flexibility to work between teams.

Routine lifting.

Routine scanning of materials

Overhead reaching.

Bending and stretching.

Routine Pushing and pulling boxes and pallet jacks.

Ability to operate forklift and/or pick lift.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]