



OASIS DOCUMENT AND DATA

MANAGEMENT LIMITED



#JOB-2473033



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.rezoo.com/job/104764/>



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



Driver - 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

We are currently recruiting for the open position of Driver based in our Ballycoolin. This position has the responsibility of meeting and exceeding the company standard operating procedures while obtaining client satisfaction.

Key Responsibilities

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

Complete delivery runs as assigned by supervisor and drive and park assigned vehicles in a safe and legal manner at all times

Ensure Rush work orders are delivered in a timely manner.

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

Help unload/load trucks/vans.

Complete daily paperwork before leaving for the day

Verify and load all orders per SOP's.

Complete daily safety inspection of assigned vehicle and report and defects immediately to Supervisor/Team Leader.

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

Previous experience of working in a Multi Drop operation service delivery role preferably within the records management industry.

Full Clean Driving Licence.

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]