

Gordon Hegarty and Sons Ltd is a long-established company located in Carlow, Kilkenny and Kildare dealing in both New and Used Agricultural Machinery and are offering an exciting opportunity to join a hard-working team.

Job Title: Junior Stores Person

Role: Gordon Hegarty and Sons is seeking a motivated and enthusiastic individual to join our team as a Junior Stores Person. This is an exciting opportunity for someone looking to kick-start their career in the agricultural industry and grow within a dynamic and fast-paced environment. This role will involve working in a busy parts department. The candidate must complete all necessary paperwork and have a strong knowledge of agricultural machinery along with a good knowledge of IT.

Key Responsibilities:

Inventory Management:

- Assist in the organisation, recording, and monitoring of all stock items.
- Conduct regular stock checks to ensure accurate inventory levels.
- Receive, inspect, and document incoming shipments.

Order Fulfillment:

- Collaborate with the stores team from all branches to fulfill internal and external orders.
- Prepare and pack items for dispatch, ensuring accuracy and timeliness.

Warehousing:

- Safely handle and store equipment, machinery parts, and supplies.
- Maintain a clean and organised warehouse environment.

- Utilise proper storage techniques to prevent damage or deterioration of goods.

Documentation:

- Keep detailed records of stock movements and transactions.
- Generate reports as required by management.
- Ensure all documentation is accurate and up-to-date.

Customer Service:

- Interact with staff in other branches to fulfill their stock requirements.
- Assist customers with inquiries related to stock availability and order status.

Training and Development:

- Participate in on-the-job training to develop skills in inventory management and warehouse operations.
- Learn about the various farm machinery and equipment to enhance product knowledge.

Qualifications and Skills:

- Leaving Certificate or equivalent.
- Strong attention to detail and organisational skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Basic computer skills for data entry and record-keeping.
- Willingness to learn and take on new responsibilities.