

Job Title: Stores / Stock Controller**Location – Mallow, Co Cork**

Dermot Casey Hire & Sales - Dermot Casey Tree Care

Established in 1972, Dermot Casey has been providing a dedicated Hire & Sales Service to the Construction business and are experts in the home & *garden machinery & equipment sector* for over 30 years. Our Tree Care division offers specialist and professional service nationwide.

Key responsibilities/duties:

- Planning, coordinating and monitoring the receipt and dispatch of goods.
- Sourcing and Ordering of Stock
- Responsible for all Ordering of Stock in a timely manner
- Creation of all Purchase Orders
- Maintaining up-to-date stock control systems and ensuring inventories are accurate.
- Generating regular reports on a daily, weekly and monthly basis;
- Maintaining standards of health and safety, hygiene and security in the work environment.
- Liaising with customers, suppliers and transport companies.
- Ensure all paperwork is completed and all required information is documented

Education/Skills/Competences

- 3-5 years similar experience essential,
- Forklift License and Manual Handling Certificate in date
- Proven IT skills – Microsoft word/excel/outlook essential and an ERP System
- Proven ability to manage a variety of tasks within a fast moving working environment
- Proven experience in driving continuous improvement.
- Excellent communication and interpersonal skills required.
- Full Driver's License Required
- Fluent English

Please email CV to jobs@dermotcasey.com

Closing date – 9th March 2018