



Stores Person – Dungloe - Ireland (Job Ref: 23/SPDD)

Location: Dungloe - Donegal

Randox is currently looking to recruit enthusiastic, friendly, and hardworking individuals to work within our Stores Department at our Site in Dungloe, Co Donegal. This position is a permanent, full-time role and will be responsible for the general operation of stores in line with company procedures. Duties in this role will vary and flexibility will be required. Shift patterns are involved.

The Role:

- The loading and unloading consignments of goods
- The checking, inspection, quarantining and documentation of incoming supplies including receipt of goods into computer system.
- The storage of goods in the designated storage areas
- Maintaining electronic records of all deliveries.
- The checking of delivery notes dispatch noted and other stores documentation for accuracy and completeness.
- The operation of stock assessment and control
- The initiation of re-ordering certain stock items on reaching minimum stock level
- The release of goods (internal and external) from stores and their delivery to the various departmental locations
- Storage of departmental archive files.

Please note that this list is not exhaustive – new duties and responsibilities will be incorporated as a matter of custom and practice as the role evolves.

Essential Criteria:

- Have basic experience in standard computer applications e.g. Microsoft Word, Excel etc

Desirable Criteria:

- Fork Truck License
- Experience of using Computerized Stock control Software/Sage
- Experience in safe Manual Handling practices.
- Minimum of 2 years' experience of stores operations within an engineering/manufacturing environment.
- Ability to read engineering drawings of medium complexity.
- Clean driving license

About Randox:

Radox Laboratories is passionate about improving global health and saving lives through the development of innovative and pioneering products. Through our commitment and the skill of our people we have grown to be a world leader in diagnostics for clinical healthcare, toxicology, food security and providing quality solutions to over 145 countries. In order to serve our growing international markets, we require high calibre applicants with scientific, engineering, software, and broader business skills – including sales, marketing, logistics, finance and many more.

Central to the Radox ethos is our drive to improve healthcare worldwide and every one of our staff plays a vital role in this aim.

Radox Laboratories Limited is an Equal Opportunities Employer.