

Job Title:

Store Person

Who we are:

Over the past 20 years, CPS has evolved to become Ireland's leading manufacturer of material handling systems and high-quality automation solutions. We support some of the world's leading manufacturing companies by providing top quality, reliable automation equipment for even the most challenging requirements.

We are looking to recruit a Stores Person to support our Automation projects, spare parts and general inventory requirements.

Job role:

Responsibilities:

- Receiving in all parts and ensuring they match PO and Quality control on deliveries.
- Picking and packing parts for internal projects based on ERP system orders
- Picking and packing customer spare parts and shipping via multiple courier systems
- Prioritise tasks based on immediate requests
- Labelling & packaging shipments & co-ordinating deliveries and expediting urgent orders
- Stock taking & stock control, location auditing and general store work
- Dealing with suppliers and customers via email and phone
- Delivering material to internal stores within CPS and to client locations
- Restocking of stock items and management of consumables
- Maintain a tidy and safe working environment
- Communicate with other internal departments

What we are looking for:

- Punctual, good housekeeping and capable of working individually and within a team
- Excellent communication and interpersonal skills
- Previous experience in a manufacturing environment would be an advantage
- Strong computer skills with ERP software, also, MS Excel, Word, Adobe Acrobat.
- Forklift experience would be an advantage
- Someone who can work effectively with different teams within CPS
- High level of drive and motivated to exceed within their role
- A full clean driving licence is required

To apply:

If you wish to further your career in the automation industry this role will provide personal fulfilment and invaluable experience.

Please send you CV to careers@cps.ie.