

Springfield, Glenamuck Road, Carrickmines, Dublin 18, Ireland.

June 2023

JOB DESCRIPTION

Job title	<i>Bicycle Parts Specialist / Warehouse Operative</i>
Reports to	<i>Managing Director</i>

Huet Distributors Ltd., a bicycle parts and accessories wholesale company, is seeking applicants for an immediate start in a full-time position. Up-to-date practical/technical understanding of bicycle parts and accessories is a requirement. Excellent knowledge of, and recent experience in, the industry is beneficial.

Job purpose

The successful candidate will be required to carry out a range of duties mostly associated with the warehouse and office environment. They will be responsible for areas such as assisting customers with technical queries and advising them in relation to the product range. Other duties include managing incoming stock as well as picking, packing and processing outgoing orders. Dealing with customer requests in a professional manner and general upkeep of the warehouse and surrounding areas is also a part of this role.

Duties and responsibilities

The duties include, but are not limited to, the below:

- Dealing with product sales enquiries / orders in a courteous manner (using initiative and escalating relevant issues to management). Dealing with telephone calls, e-mails and in-person enquiries in a timely and professional manner.
- Assembling, invoicing and safe packing of orders as well as comprehensive booking and labelling of goods for dispatch.
- Checking-in and putting away goods while ensuring proper stock rotation and correct bin location.
- Loading and unloading of vehicles.
- Operating the fork lift truck and regular inspecting of same to ensure efficient and safe condition.
- Delivery duties, when needed.
- Raising advice note and / or relevant documentation in the absence of same. Returning spent invoices and advice notes to relevant stations.
- Stocktaking.

- Carrying out all jobs deemed necessary for the efficient, safe, clean and proper functioning of the warehouses and offices and their environs. This includes opening up when first to arrive and locking up when last to leave (while ensuring to notify management of same).
- The successful candidate is expected to be flexible in this position and to undertake, from time to time, reasonable tasks outside their normal duties that may be assigned by management. This may include, for instance, representing the company at trade shows / exhibitions or visiting customers with the intention to show or sell products stocked by the company.

Requirements

- Excellent current working knowledge of bicycle parts and accessories is a requirement and experience within the industry is also beneficial.
- As occasional van driving duties may be required, a full, clean driving license is an advantage. The insurance company dictates that all drivers must be between 25 and 69 years of age.
- The role involves manual work as well as some outdoor work and lifting. A willingness to carry out this kind of activity as well as the physical capacity to do so is essential. Recent manual handling training is an advantage.
- Basic computer literacy and previous experience working with stock control software, similar to Sage, is desirable.
- Previous warehouse or similar work experience is an advantage as is the ability to drive a forklift truck.
- Attention to detail is vital as is a pleasant and professional manner when dealing with all stakeholders.
- Motivation, a positive attitude, the ability to prioritise as well as the capacity to work on one's own initiative and / or as part of a team are requirements.
- The ability to communicate fluently in English is necessary.
- Normal working hours are Monday to Friday, 08:30 – 17:30 but the successful candidate will also be required to work a half day approximately every 4th Saturday (on rotation with other colleagues).

Benefits

Salary will depend on experience - to be discussed at interview.

Application Procedure

Qualified candidates should e-mail a C.V. along with a cover letter to Laura Huet at laura@huets.ie. All applications will be treated as confidential and those deemed suitable for the position will be contacted for interview.