



Garden Machinery Storesperson

Job Title : Storesperson
Reports To : Garden Machinery Retail Manager
Job location : Carrigrohane Road
Position Type : Permanent & Full Time

Job Purpose

Serve garden machinery spare parts to retail and internal (workshop) customers and ensure the efficient running of the stores department by performing all other stores functions expediently.

Key Responsibilities

- Identify the correct parts for customers and sell/order these as necessary.
- Goods inwards: check off orders received against packing dockets, put away parts received into assigned storage lockers & receipt orders on the computer system.
- Pick and pack parts for dispatch to customers & generate shipping labels from the courier's system.
- Maintain stores orderliness, cleanliness and safety.
- Merchandise the store's retail display (oils, nylon, fast moving parts, PPE, etc), ensuring organized, clearly priced and attractive product displays.
- Cover for the workshop administrator when away and support this function when a queue builds up by serving workshop customers where practical.
- Perform stocktakes as required, at minimum every item once a year.
- Undertake projects as required (e.g. liquidation old stock, realignment of storage lockers, promotion of clearance items, etc.)
- Cash out the garden machinery stores till daily reconciling taking against sales.

Performance Measures

- Department sales & profit
- Stock turns & value of old stock
- Stock take adjustments
- Stores tidiness
- Customer complaints

Qualifications

- Understanding of and interest in machinery / engines required.
- Experience of another customer service role an advantage.
- Personal characteristics sought: Methodical, able to multitask and work at a high pace under pressure, customer service orientation.

Job Dimensions

Remuneration : €12/hr.
Staff : Working alongside one colleague in the lawnmower stores.
Working Conditions : Desk based at parts counter in showroom.
Schedule : Mon. – Fri., Sat. mornings on rotation, occasional o/t in season
Equipment & Tools : PC based applications



At times the post-holder will be expected to perform duties outside of this job description in order to ensure the maintenance of a high level service to our customers.