

Job Title:	Goods Receiving	Job Category:	Sales
Department:	Pharmacy Retail	Job Code:	Administration
Location:	Skibbereen	Travel Required:	No
Hourly Rate:	TBA	Position Type:	30 - 40 Hours / Wk

Job Description

Role and Responsibilities

Drinagh Pharmacies are looking for an experienced person to manage all goods inward for our busy Pharmacy in Skibbereen, West Cork. Reporting to the Store Manager you will have experience in stock management, data entry and attention to detail.

You will be responsible to ensure the smooth and efficient running of the stock control system.

You will work closely with colleagues in the store, at Head Office, with external suppliers and couriers.

As part of the Commercial Team, you will help to ensure a smooth customer experience and build sales.

What You'll Do:

- Be accountable for accurate data entry onto the database.
- Order input and stock control.
- Liaise with Suppliers.
- Maintains operations by following policies and procedures and reporting needed changes.
- Receive and unpack deliveries from suppliers.
- Check stock against delivery dockets/invoices and investigate discrepancies.
- Organise stock in the relevant stock holding area.
- Document non scanning items.
- Prepare products for sale.

Role Requirements:

- Previous experience in a similar role managing stock an advantage.
- Organisational skills.
- Quick and accurate typing skills.
- Attention to detail.
- Ability to prioritise.
- Computer savvy.
- Confidentiality.
- Ability to work unsupervised and part of a team.
- Current manual handling cert would be advantageous.

Qualifications and Experience:

In addition to internal service criteria, the ideal candidate will have:

- Previous experience in similar role.
- Fluent in English written and verbal.
- Knowledge of MS Word and Excel.
- Mathematical and analytical experience.

Attributes:

The successful individual will be adaptable and ready to be part of a busy team working towards shared business goals, be keeping the customer in focus. Be able to build and maintain strong working relationships.