



## **Experienced Warehouse Operative - Job Specification.**

### **TE Laboratories Ltd (TelLab)**

TelLab is a chemistry company based in Tullow Co Carlow. It is a multi-divisional company and is active in Irish/UK and European marketplace. Operations are conducted from a new purpose built laboratory complex which includes an environmental, R&D and an oil and fuel testing laboratories. Production facilities/ laboratories also exist for the manufacturing of chemical reagents and standards.

### **Overview:**

The successful candidate must have experience of working in a busy warehouse, have a forklift license, and have knowledge of dealing with Goods received dockets and have excellent communication skills.

### **Duties and responsibilities are as follows:**

- Goods received dockets – Checking all goods inwards and receiving them onto the Internal system.
- Prepare Products and all documentation for shipment.
- Carry out weekly and monthly stock checks.
- Manufacture of products – drumming off chemicals and labelling product.
- Prepare forms for labels.
- Update Risk Assessments for the warehouse.
- General housekeeping in the warehouse.

### **Skills:**

Candidates for this position must possess excellent communication skills and be able to work with an excellent attention to detail. The successful candidate will possess the following personal attributes:

- Ability to work with as independently and as part of a team.
- Strong communication skills.
- Ability to deliver according to agreed targets and deadlines.
- Able to work in a highly organised and efficient manner.
- Carefully prepare documentation and enter information with a high level of attention to detail.

Applications to include a cover letter and full CV to Human Resources Manager [hr@tellab.ie](mailto:hr@tellab.ie)