

Office Admin/Stores Person

Windowmate Fermanagh supplies and fits uPVC windows and doors. We have 3 other branches (2 in NI and one in Scotland) and are part of the Gaffer Group of companies.

Windowmate Fermanagh, based in Maguiresbridge, now requires an Office Admin/Stores Person to join our small and friendly team. Full training will be given to the right candidate with lots of prospects for promotion/educational advancement within the Gaffer Group.

Full time role**JOB DESCRIPTION****Stores**

- Helping with loading and unloading of all goods
- Helping with picking and loading of orders for delivery
- Ensuring all deliveries are accurate, matching delivery dockets to invoices
- Reporting shortages/damages and following up of same with suppliers

Office

- Answering incoming telephone calls
- Arranging customer installations and dealing with walk in enquiries
- Quoting for jobs
- Ordering products accurately
- Taking deliveries
- Compliance with all policies and procedures
- Reporting of accidents, unsafe practices to Branch Manager

Essential	Desirable
Skills/Qualification/Abilities <ul style="list-style-type: none">• Good Attention to detail• Ability to communicate effectively• Computer Literate	Knowledge/Experience <ul style="list-style-type: none">• Experience in a customer facing/Accounts role• Full Driving Licence

#nijobs