



The following position is available within the Company:

The roles will be based at Carey Glass, Nenagh, Co. Tipperary

**Purchasing Assistant**

Duties include;

- Maintaining Stock levels daily
- Accurately reporting movement of stocks
- Receiving and processing deliveries
- Planning future orders by reviewing demands
- Dealing with Suppliers in person, by email and over the phone
- Liaising with other departments to forecast and plan stock levels

The successful candidate must:

- Be professional, punctual, extremely organised and efficient
- Have excellent communication and negotiation skills
- Be flexible in relation to overtime
- Have strong Microsoft office skills and IT Skills
- Ability to work in a team and on own initiative
- Confident decision maker in order to anticipate movement an demands for stock

Please send a CV to [hr@careyglass.com](mailto:hr@careyglass.com). Closing date for Applications Friday 09<sup>th</sup> April 2021