Emerald Truck & Van – Parts Warehouse General Operative/Driver

Emerald Truck & Van Limited is a commercial vehicle dealership selling the full range of new and pre-owned vans and trucks. We are the Importer and distributor of Iveco vehicles, and a franchised dealer in Ireland at our head office in Ballymount, South Dublin. We are supported by a network of regional partners across the country. Iveco is an international leader in the development, manufacture, marketing and servicing of a vast range of light, medium and heavy commercial vehicles selling more than 150,000 vehicles each year.

An opportunity has arisen for the position of **Parts Warehouse Operative/Driver**. This role involves working as part of a team to deliver excellent service to both external and internal customers. The duties of the role will include locating/picking and delivery of customers' orders and ensuring the parts warehouse is maintained to a high standard. The ideal candidate will have previous experience working in a warehouse, doing customer deliveries and will have a forklift licence and manual handling certificates.

Duties of the role:

1. Accept deliveries from suppliers and locate into stock on a daily basis.

2. Pick, load and despatch goods in a timely manner

3. Control and monitor remanufactured parts returns and warranty parts returns from customers, internal workshops and back to the manufacturer.

4. Receive and process customer or supplier returns

5. Participate in Stock counts

6. Local Customer deliveries and building relationships with prospective customers in the local delivery area.

7. Progressively learn sales systems and processes to fill in front counter team when required

Essential Experience required:

- Previous experience as a warehouse operative, preferably but not essentially in the automotive or similar sector.
- Manual handling experience.
- Good communication skills and team player.
- IT Literate with good computer skills and open to new ones.
- Excellent administration skills, document handling and willingness to learn.
- A strong communicator with great customer service skills.
- Proactive, with a "can-do" attitude, team player.
- Punctual and reliable with a strong work ethic and H&S awareness.
- Full, valid driving licence; ideally with van experience.
- Forklift licence.

Please note:

8. The above list is not exhaustive and subject to change. You will be expected to be a proactive member of the parts team to ensure all the daily work schedules are completed.

9. Emerald Truck & Van reserve the right to review the experience and qualifications required depending on the volume of applicants.

10. Salary – OTE €35,000.00.

11. If you feel up to the challenge and have the relevant experience and ability we need please email your CV and covering letter to jobs@emtv.ie. **You must outline on your CV and covering letter how your experience meets the needs outlined above**.

12. Closing Date – Friday 20 March 2026.