

Stock Receiving Administrator

Fallon & Byrne is Dublin's premier food destination and home to our bustling Foodhall, Wine Cellar, Dining Room and The Exchange. Fallon & Byrne is renowned for its dedication to quality, exceptional customer experiences and building community through food. With over 150 employees, we are committed to fostering a supportive and vibrant workplace culture that reflects our values of excellence, empathy, innovation, integrity and authenticity.

We are seeking an enthusiastic and dynamic candidate to join our Purchasing Team as a Stock Receiving Administrator. Reporting directly to the Head of Purchasing you will form a critical part of an innovative and forward-thinking team.

Responsibilities

- Booking/Receiving-in stock on to the system. Working closely with Back door colleagues and sorting out discrepancies in deliveries, maintaining goods return area and making sure unwanted goods are returned in timely manner.
- Checking DD's against PO's.
- Maintaining and ensuring accurate stock levels. Accurately documenting all goods inwards entries to ensure accurate stock levels (Delivery docket's receiving, Credit requests, Stock adjustments, SOH investigation and etc).
- Updating product barcodes and communicating it to marketing department.
- Recording, investigating and reporting overages, shortages, and discrepancies on DD's.
- Stock reconciliation.
- Liaising with suppliers to rectify problems with deliveries. Requesting credit notes from suppliers and following it up.
- Issuing the reports related to Credit notes, Stock holding, SOH investigations and etc.
- Supporting Foodhall managers in investigating stock variances after a stock take.
- Supporting Accounts department with their queries.
- Filing general admin paperwork.
- Other duties as reasonably required.

The ideal candidate will have:

- Strong working knowledge of MS word, excel, outlook & Stock control system.
- Working knowledge of computer programs for entering data.
- Excellent attention to detail and accuracy skills.
- Excellent time management/organisational & Planning skills.
- Ability to work as a part of a team & individually.
- Communication effective both written and verbal.
- Ability to solve problems methodically and actively seek resolutions.
- Pro-active and adaptable approach.
- Experience in a similar role is preferable.

Working with Fallon & Byrne

At Fallon & Byrne we are committed to surpassing our customers expectations. By joining our team, you will be part of a supportive and inspiring environment designed to help you achieve your best work. We offer abundant opportunities and the support needed to build an exceptional career across our diverse business specialisms.

What we offer:

In return for your dedication, you will receive an excellent benefits package, including;

- Salary from €29,000
- The opportunity to work with a growing organisation with a growth mindset and a strong, dynamic leadership team
- The ability to move and grow within the business as it grows
- Opportunities for professional development
- A fun working environment with a great team around you
- Wellness programme
- Generous discounts on purchases in The Dining Room, Wine Cellar and Foodhall
- Subsidised meals on shift
- Company events and social gatherings

Fallon & Byrne is an equal opportunities employer. We believe that the values of our people set us apart. We celebrate diversity, champion equality and promote inclusion in our approach to everything we do. We welcome applicants from all backgrounds, cultures, tastes and experiences. Your individuality is our strength.