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Warehouse Ops

The Role:

To be responsible for warehouse duties including picking, packing and shipping of customer orders. Receiving orders into the depot and restocking the warehouse.

Complete audits as requested and contribute to the annual stock check.

Assist with loading delivery drivers and daily courier service.

Working as part of the operations team and providing full operational support to all areas of the business.

Key Responsibilities:

Customer orders

- Complete the picking of customer orders as instructed by the Depot Supervisor. Ensure stock is accurately picked using picking lists issued from the system, from warehouse locations and goods for order bays.
- Assemble sign orders as requested using picking lists issued from the system.
- Orders are to be packed securely and moved to the relevant transport bays.
- Forward order bays must be checked daily and orders moved across to driver bays as required.

Branded Clothing

- Process branded clothing orders using heat seal equipment and heat seal stock as requested on picking lists.

Other Duties

- Assist with trade counter customers and customers arriving for collections.
- Complete driving jobs where required, including deliveries to customers and collections from suppliers.
- Load vehicles daily, checking the goods against the daily routing paperwork to ensure all orders allocated are loaded onto the correct drivers and courier delivery drivers.
- Receive and sign for orders delivered to the depot. Complete checks for goods received to the supplier paperwork for accuracy. All damaged stock received, and stock discrepancies to be reported to the Depot Supervisor and Procurement Team immediately.
- Transfer stock from the goods in bays to warehouse locations throughout the day. Paperwork to be handed to the Depot Supervisor to complete the booking in procedure.
- All goods received for customer orders to be stocked in correct goods for order bays.
- Assist other departments with operational work during busy periods as required.

Commercial

- Maintain accurate stock levels within the system by ensuring orders are picked accurately.
- Report stock issues and highlight where customer orders could potentially be delayed.

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The Barhale logo consists of a white square with a yellow circle inside, followed by the word "Barhale" in a bold, white, sans-serif font.

- Complete stock audits as requested, feeding back to the Depot Supervisor and Quality Team.
- Support the business during annual stock checks.

HSEQ

- Complete tasks in accordance with risk assessments, notify the Depot Supervisor of any potential noncompliance.
- Report accidents and Positive Interventions using the correct methods.
- Ensure the correct PPE is used in the depots at all times.
- Maintain excellent levels of housekeeping, ensure areas are free from waste and trip hazards etc.
- Identify/Submit positive interventions where needed.
- Work in conjunction with HSEQ policies and procedures.

Key measures & targets:

- Quality of stock locations, transport bays and yard area
- The number of stock issues and picking errors
- Waste reduction

Key relationships:

- Depot Manager
- Depot Supervisor
- Sales Team
- Driver

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

- Attention to detail and ability to follow procedures
- Ability to work well within a team, offering support to others
- Computer literate

Desirable

- Previous storeman experience
- Product knowledge of site supplies, PPE, traffic management and signage
- Branding experience
- Forklift licence
- Driving licence

About BCS Group:

BCS Group, a subsidiary of Barhale Holdings Plc, is a privately owned company. We are a leading supplier of safety and construction products and services that has depots in both the Midlands and Scotland. We pride ourselves on providing a first-class service to all our customers, ensuring the right product or solution is delivered to the right location on time. With over 5,000 items within our core range, BCS Group can fulfil any order and ensure it is delivered directly via our dedicated transport fleet or those of our partners.

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Manufacturing: Our capabilities include standard and bespoke signage, labels, temporary and permanent road traffic signs and bespoke steel fabrication/installation which includes footbridges, walkways, flooring, guardrails, ladders and tunnelling products.

Extensive Stock Range: Distributor of leading industry brands in PPE & clothing, traffic management, safety & lifting and site equipment products. These include Bollé, Pulsar, Globus, Rock Fall, Progarm, Portwest, Melba Swintex, Oxford Plastics, JSP, Nissen, Carters, Orafol, Crowcon, Radiodetection, Dräger, Ridgegear, and Plant Nappy.

Safety Equipment Servicing: Specialist safety & lifting repair, calibration and inspection since 1999. We have our own purpose-built maintenance and calibration facility for gas detection, cable avoidance, breathing apparatus and lifting equipment which along with our fully equipped mobile calibration unit is where all maintenance and repairs are carried out. Our staff are trained and fully qualified in the maintenance, calibration and inspection of a full range of specialist safety & lifting equipment.

Our People: With a direct workforce philosophy, the company culture is driven by our core values, which describe how we act day-to-day. We ensure all your needs are met through our national call centre and dedicated account management.

Triple Accreditation: ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and ISO 50001:2011 standards, which means our customers can have complete confidence that we have an ongoing commitment to be a safe, efficient and responsible partner.

Caring and investing in you

As a Gold Investors in People company and a Sunday Times 100 Best Company to Work For, we are committed to investing in people. We are passionate about creating a working environment where people are supported throughout their careers, where people can enjoy security and be part of a company that cares about them.

From the moment you join us, your well-being and career aspirations will be supported by.

- Competitive salary
- Company Pension
- Life Assurance
- Private Medical
- 25 days annual leave in addition to 8 public bank holidays and loyalty days
- 8 hours volunteering
- Employee Assistance Programme to support your mental, physiological, and financial well-being.
- Flexible benefits via salary sacrifice
- Company car/green car scheme/car allowance/Van (dependent on position)
- Leadership & management training and coaching
- Regular line management engagement and appraisal to support your career progression.
- Development supported by internal and externally delivered training.
- Flexible working arrangements
- Annual salary review
- Continuous service awards

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How to apply:

Please send your current CV and cover email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.