

# come and work with us



## **General Operative (Supplies)**

### **The Role:**

The General Operative is to be responsible for a wide variety of warehouse activities including shipping/reciving raw materials and/or finished goods and maintaining inventory and associated records. Responsibilities also include picking of customers' orders and replenishing stock.

### **Key Responsibilities:**

#### **General**

- Execute the receiving and dispatching of stock against the relevant paperwork to and from customers and suppliers
- Ensure orders are correctly packaged/prepared in time for collection and delivery
- Check goods in against paperwork for accuracy and damages
- Oversee movement of stock from goods in to warehouse location
- Maintain effective stock control at all times
- Allocate all goods received for sale orders to the correct area/bay
- Administer all paperwork and delivery notes as per defined procedures

#### **Quality**

- Help in developing departmental work instructions for all tasks
- Recommend improvements to quality of service and efficiency of the team
- Continuously improve warehouse operations
- Maintain stock levels and help in implementing stock takes
- Seek to continually improve standards and implement learning identified through the queries and complaints process

#### **Health & safety**

- Work with BCS H&S Manager & Works Manager to reduce risks within the working environment
- Promote within team the reporting of near misses and ensure all root causes are identified and corrective actions implemented

### **Key measures & targets:**

- Reduce waste

### **Key relationships:**

- Logistics team
- Sales team
- Team Leaders

### **Person Specification:**

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

#### **Essential**

- Storeman experience
- Proficient in using Microsoft Office

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Strong attention to detail  
Excellent numeracy and literacy skills  
Approachable  
Always have the company interests at heart  
Team player

### **Desirable**

[please list the experience, skills, qualifications, personal qualities you would prefer, without using bullet points]

### **About Barhale:**

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

**Water:** Civil Engineering, Tunnelling, Pipelines and Utilities

**Transport:** Rail, Aviation, Waterways, Highways and Bridges

**Energy:** Power Generation, Power Transmission and Distribution, Waste

**Developer Services:** Civil Engineering across private sector developers UK wide

**Specialist Businesses:** Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

### **How to apply:**

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to [careers@barhale.co.uk](mailto:careers@barhale.co.uk).

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.