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General Ops Supplies

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 supplies operations team and providing full operational support to all areas of the business.

BCS Group, part of the Barhale Group, is a privately owned company first established in 1980. BCS Group is a leading supplier of safety and construction products and services that operates from our central manufacturing and distribution centre in the Midlands.

Key Responsibilities:

Customer orders

Complete the picking of customer orders as instructed by the department Team Leader. Ensure stock is accurately picked using picking lists issued from the system, from warehouse locations and goods for order bays.

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.

Pick stock as required for embroidery and pack for delivery to embroidery supplier on allocated delivery day.

Transfer embroidered stock received in the depot to relevant driver bays as per the paperwork supplied by the Team Leader.

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.

Provide back up for goods in duties during busy periods;

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 Team Leader and Procurement Team immediately.

Transfer stock from the goods in bays to warehouse locations and the Safety Department goods in bay throughout the day. Paperwork to be handed to the Team Leader 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.

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Report stock issues and highlight where customer orders could potentially be delayed.
Complete stock audits as requested, feeding back to the Team Leader and Quality Team.
Support the business during annual stock checks.

Health and Safety

Complete tasks in accordance with the depot risk assessments, notify the Team Leader of any potential noncompliance. Report accidents and near misses using the correct methods.
Ensure the correct PPE is used in the depot at all times.
Maintain excellent levels of housekeeping, ensure areas are free from waste and trip hazards etc

Quality

Ensure works are carried out in accordance with processes.
Contribute to continuous improvement by providing suggestions and feedback to Team Leaders and Management.
Work to agreed timescales updating the Team Leader on progress. Maintain good communication with Team Leaders and Management at all times.
All orders are to be wrapped, banded and packaged as per delivery method.

Key measures & targets:

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

Key relationships:

Supplies Team Leader
Bescot Operations Team
Logistics Team and Drivers

Person Specification:

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

Essential

Previous storeman experience
Attention to detail and ability to follow procedures
Ability to work well within a team, offering support to others
Product knowledge of site supplies, PPE, traffic management and signage

Desirable

Computer literate
Branding experience
Forklift licence
Driving licence

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary

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- Single persons private medical cover
- Permanent Health Cover

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)