

Job Vacancy

Realise the next step
of your career

Warehouse Operative

POSITION TYPE: Full time, permanent

LOCATION: Stowmarket, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that understands the individual needs of the client and the project.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Our portfolio embraces waterproofing systems, through to green roofs for supporting the local environment, to solar PV systems giving energy for sustainability, and blue roofs to attenuate stormwater and negate localised flooding.

Bauder is committed to delivering technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we were the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be reaccredited in 2024 for the third time at platinum level as well as achieving the 'We invest in Wellbeing' Gold award on our first attempt.

Bauder is an Equal Opportunities employer

Bauder Ltd
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We invest in wellbeing Gold

Job Specification

Jan 2025 v4

Objective:

Reporting to the Warehouse Supervisor, you will be responsible for achieving turnaround and despatch of orders into the Warehouse, including unloading and positioning of incoming stock in a timely manner. These requirements will be implemented correctly and efficiently, whilst upholding the standards of the business, maximising productivity, and ensuring service delivery of the highest level.

You will possess a positive attitude, and work closely with other departments within the business, ensuring provision of excellent customer service skills to both internal and external stakeholders.

Key Responsibilities:

Daily duties:

- Co-forklift driving
- Forklift maintenance
- Loading vehicles
- Unloading vehicles
- Positioning of stock
- Picking and packing of orders
- Palletising goods
- Despatch of orders
- Organisation and time management
- Assisting team members as and when required
- Providing facilities assistance as and when required
- Performance of daily duties in a professional and responsible manner
- At all times be respectful of your immediate colleagues and work effectively and efficiently as a team to achieve end goal
- Be prepared to help/assist all other departments within the building if assistance is required.
- Any other duties deemed necessary

Health and Safety:

- Full adherence to all Health & Safety Regulations
- Reporting of accidents, incidents, near misses and concerns to Warehouse Supervisor immediately.
- Awareness and responsibility for safeguarding the Health and Safety of yourself and others
- Housekeeping of Warehouse, Yard and Warehouse Office areas to eliminate workplace hazards

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Job Specification

March 2023-v3

Security:

- “Opening up” warehouse in the morning
- “Locking up” warehouse at the end of the working day and ensure all doors are secure
- Opening both Warehouse office entrance door and Head Office reception main door along with entrance barrier into car park.
- Liaison with office cleaners to hand over setting of alarm when departing HQ.

Requirements in Warehouse Supervisor Absence:

- All problems to be referred to the Logistics Management Team immediately.
- During your supervisor’s absence all standards as above to be consistently maintained with workload cleared and deadlines met.
- You are required to adopt a flexible approach to working additional hours to ensure business needs are met.
- Responsibility of security within the Warehouse

Key Skills:

- Proven experience in a Warehouse environment
- Current Forklift certification (Reach & Counterbalance)
- Proactive with an eye for detail
- Flexible and adaptable approach
- Sound organisational abilities
- Ability to prioritise
- Ability to work under pressure and multitask in a fast paced environment
- Team orientated with a professional and resourceful approach
- Ability to deliver and maintain high standards of customer service
- Excellent communication skills both verbally and written
- Organised, punctual, efficient
- Problem solving approach both within the team and across all stakeholders
- Computer literacy (Word/Excel/Outlook/PowerPoint)
- Motivated and driven with the ability to show strong initiative

This job specification is non-exhaustive and subject to change as the Company deems necessary

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Ian Madgwick, Head of Logistics

Bauder Logistics is a fast moving, team orientated environment that requires accuracy and care in delivering the very best products to market from our distribution warehouse in Suffolk. The team prides itself on completing all tasks to time so our customer orders are despatched and delivered, as required.

If you are looking to be part of an extremely successful team, within a fantastic department and company, contributing to the team in its daily tasks and maintaining high standards of service, storage, order picking and housekeeping, this role is for you and I look forward to receiving your application.

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