

Job Vacancy

Realise the next step
of your career

Warehouse Operative

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, 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 and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. 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 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 are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

Bauder Ltd
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T: 01473 257671 E: info@bauder.co.uk W: bauder.co.uk



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We invest in people Platinum

Job Specification

December 2023-v1

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.

Outline of main responsibilities:

- 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 as an 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 and Safety Regulations.
- Reporting of accidents, incidents, near misses and concerns to Warehouse Supervisor / management, immediately.
- Adherence and monitoring of Covid-19 processes and procedures and be aware of changes and updates.
- Awareness and responsibility for safeguarding the health and safety of yourself and others

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Job Specification

March 2023-v3

- Housekeeping of Warehouse, Yard and Warehouse Office areas to eliminate workplace hazards

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.

Key skills/qualifications/criteria:

- Proven experience in a warehouse environment.
- Current Forklift licence.
- Team oriented and professional.
- Proactive, flexible and adaptable approach.
- Strong attention to detail.
- Excellent organisational abilities; able to prioritise effectively, multitask in a fast-paced environment and work well under pressure.
- Excellent communication skills, both verbally and written.
- Ability to deliver and maintain high standards of customer service.
- Good level of computer literacy across Microsoft (Word, Excel, Outlook etc).
- Enthusiastic and positive with a can-do hands-on attitude.
- Problem solving approach both within the team and across all stakeholders
- 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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Job Specification

March 2023-v3



Ian Madgwick, logistics manager

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, helping to contribute to the day to day running of warehouse operations 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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