

Job Vacancy

Realise the next step
of your career

Warehouse Team Leader

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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INVESTORS IN PEOPLE™
We invest in people Platinum

Job Specification

December 2023-v1

Objective:

Reporting to the Warehouse Supervisor, you will be responsible for all Warehouse processes, involving materials entering/exiting Bauder HQ. This will include unloading/loading vehicles, checking deliveries/picked orders, stock location, returned materials and quality control. 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:

- Coordinate opening and/or closing the warehouse and yard as required
- Coordinate the warehouse operational duties
- Checking receipts of stock and location of incoming materials into the warehouse
- Checking all orders for despatch including quality control
- Yard supervision and control of incoming vehicles
- Overseeing materials returned to the warehouse, location and processes
- Overseeing materials in QA hold, location and processes
- Reporting on warehouse consumable material stock levels (pallets, skids, packaging, shrink wrap etc)
- Ensure good housekeeping and cleanliness appropriate for warehouse environment
- Reporting when waste skips require emptying
- Continuous improvement of all warehouse processes

Supporting the Warehouse Supervisor:

- Implementing rotas
- Proactively motivate and provide guidance to the warehouse team
- Monitor and provide feedback on team performance
- Reporting on non-conformance issues
- Coordinate shelf-life inspections, hazardous waste, cycle counts and assist with stock takes
- Assist with inspection of premises and equipment to ensure cleanliness and good working order
- Assist with monitoring of forklift and other equipment to ensure optimal function
- Reporting security issues/concerns to the Warehouse Supervisor

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Job Specification

March 2023-v3

- Assisting with goods in, picking and loading as required
- Help and support in other areas as required

Requirements in Absence of Warehouse Supervisor:

- Point of contact for warehouse team
- Work with Logistics Supervisor and management team to maintain operations
- Maintain/create rota's
- Oversight of import trailers
- Manager stags and picking order in conjunction with Logistics Supervisor
- Maintain all returns and QA processes
- Communicate all issues to Management
- 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. This may involved adopting a shift pattern and working weekends as required. Advance notice would be given.

Health and Safety:

- Full adherence and monitoring of all Health and Safety Regulations.
- Full awareness and adherence to Bauder UK processes and procedures for the warehouse.
- 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.

Key skills/qualifications/criteria:

- Ability to work in partnership with the warehouse supervision / management team.
- Proven experience in a warehouse environment.
- Current Forklift licence.
- Team oriented and professional.
- Proactive, flexible and adaptable approach.
- Strong attention to detail.

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- Excellent organisational abilities; able to prioritise effectively and multitask in a fast-paced environment.
- Ability to remain calm and work well under pressure.
- Proven 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.



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.

This newly created position is a truly hands on role, bridging the office to the warehouse team, and will be pinnacle in supporting the management of the warehouse staff and safe day to day operations.

If you are looking to be part of an extremely successful team, within a fantastic department and company, helping to steer 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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