

## Join Our Team as a General Assistant at Kellaway Building Supplies – Horfield Branch!

**About Us:** At Kellaway Building Supplies, we strive to be the Merchant of Choice for our employees. We achieve this through a strong culture of safety, recognition, and rewarding dedication. As part of the ambitious Kellaway Group, we are committed to growth and offer numerous development opportunities at all levels.

### What We Offer:

- > **Competitive Salary:** £25,396.80 + monthly performance bonus and overtime pay
- > **Generous Holidays:** 33 days (including bank holidays) with an additional buy and sell scheme
- > **Comprehensive Benefits:**
  - Contractual sick pay
  - Group pension scheme
  - Free life insurance
  - Cycle to work scheme
  - Provided uniform & PPE
  - Employee Assistance Programme with:
    - Unlimited 24/7 Remote GP appointments
    - Unlimited Mental Health Support
    - Bereavement Counselling
    - Physiotherapy consultations
    - Medical Second Opinion
    - Financial and Legal Support
    - Wellbeing Content and Assessments
    - 1-2-1 Lifestyle Coaching sessions
    - Savings and Discounts
- > **Career Growth:** Full training, coaching, and extensive opportunities for career development

### Working Hours:

- > 40 hours to be worked over 5 days:
  - Monday - Friday 7:30am and 5:30pm
  - Saturdays 8:00am to 5:00pm
  - Sundays 10:00am to 4:00pm
- > Annual stocktake weekend
- > Some bank holidays

### Your Role:

- > Serving customers quickly and efficiently
- > Assisting customers with queries
- > Taking and processing customers telephoned orders
- > Picking orders and loading and unloading vehicles
- > Moving and arranging stock both manually and using mechanical lifting equipment
- > Receiving stock on to the computer system
- > Merchandising – stock displays, etc.
- > Driver cover duties, providing efficient deliveries to customers both internal and external with a high level of customer service

### What We're Looking For:

- > Driving licence
- > Good customer service skills
- > Counterbalance forklift licence desirable - training available
- > Knowledge of building products desirable
- > Health and Safety awareness
- > Self-motivated, ability to work as part of a team and on own initiative

**Why Join Us?** At Kellaway Building Supplies, we believe in nurturing our employees and providing them with the tools they need to succeed. If you're looking for a dynamic and supportive work environment with plenty of opportunities for growth, we would love to hear from you!

**Apply today and become a valued member of our team!**

