Branch Supervisor – Horfield Branch

Kellaway Building Supplies aims to be the Merchant of Choice for Employees, we do this through our culture and safety but also by rewarding our teams for their efforts, commitments and dedication. Kellaway Building Supplies and the Kellaway Group of businesses are ambitious and have a strong and determined approach to growth. To support this growth and to achieve our strategic company goals we have many development opportunities available at all levels of the business.

Salary £30839.00 plus overtime, bonus and benefits

What We Offer:

- 33 days holiday (including bank holidays) with additional buy and sell scheme
- Monthly performance bonus
- Contractual sick pay scheme
- Group pension scheme
- Free life insurance scheme
- Cycle to work scheme
- Uniform & PPE provided
- Employee Assistance Programme including:
  - 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
- Full training and coaching
- Extensive opportunities for career development

Working Hours:

- Basic 45 hours worked 5 over 7 days
  - Monday to Friday hours between 7:00am and 5:45pm
  - Saturday hours 7:30 to 5.30pm
  - Sundays hours 09:30 am to 4.30pm
- Some Bank Holidays
- Stocktake weekend

Your Role:

As Branch Supervisor, you will play a key role in supporting the successful operation and performance of the branch. Working closely with the Branch Manager, your responsibilities will include:

- Supporting the achievement of branch sales, profit and performance targets
- Assisting in the day-to-day supervision of the branch and driving best practice standards
- Delivering excellent customer service and maintaining strong customer relationships
- Managing and developing customer accounts
- Providing counter and telephone sales support
- Processing payments, operating tills and completing reconciliations
- Supporting stock control and inventory management
- Supervising and motivating branch colleagues
- Promoting and maintaining high standards of Health & Safety compliance
- Supporting the efficient planning and coordination of branch transport operations

What We're Looking For:

We're seeking a motivated and customer-focused individual who can contribute to both branch performance and team success. Ideally, you will have:

- Previous supervisory or management experience
- Sales and customer service experience within the building materials industry or a related sector

- Excellent communication and interpersonal skills
- A positive, team-oriented approach
- A proven track record of achieving sales targets and maintaining margins
- Strong organisational skills and the ability to manage multiple priorities in a fast-paced environment
- This is an excellent opportunity for an ambitious individual looking to develop their career within a successful and growing business.

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!

