Assistant Branch Manager – Jennings Roofing

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.

What We Offer:

- **Competitive Salary:** £32,500 depending on skills and experience + monthly performance bonus
- **Generous Holidays:** 33 days (including bank holidays) with an additional buy and sell scheme
- **Comprehensive Benefits:**
  - Healthcare Cash Plan including dental and optical cover
  - 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

Hours:

- Basic 45 hours:
  - Monday to Friday hours between 7:30am and 5:00pm
- Saturdays on a rota hours 8.00am to 12:00noon
- Some Bank Holidays
- Stocktake weekend once a year
- At this level a flexible approach to working hours is expected

Your Role:

- Work with the branch manager on all aspects of trading and branch management to grow the business and assist in achieving targets
- Ensure that the branch delivers the highest level of customer service
- Take responsibility for management of the branch in the absence of the branch manager
- Directly overseeing sales staff on internal sales desk and shop area
- Meeting sales targets, efficient sales, order and delivery procedures
- Working with suppliers, and using the company's preferred suppliers
- Managing the branch transport and safety ensuring that branch operations comply with company policy and current legislation

What We're Looking For:

- Sales/customer service experience in merchant or a related industry desirable
- Knowledge of roofing products and suppliers
- Experience of transport management desirable
- Organisation, communication and people management skills essential
- Must be team oriented

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!