



Assistant to Transport and Trade Counter

Pagets Builders Merchants are a hugely well-known supplier of building and construction materials and are respected by other traders and the public in the wider Sheffield area. The business has been established for over 60 years.

Pagets have been and are continuing to go through a period of consolidation to prepare for strategic growth. With a head office based in Heeley and a trading site at Infirmary Road, the business is embarking upon a period of process and system transformation and looking forward to an exciting period of progression.

To that end, the company are looking to recruit a hybrid role to assist the transport department and the shop/trade counter to add to our core, committed employee base.

The Opportunity

Pagets Builders Merchants are looking for self-motivated individual to work in the transport department and shop of a very busy and successful independent builders merchant.

This role is within the fundamental service area of the business that helps Pagets fulfil their aims and meet the high expectations of our customers.

The company has a very strong reputation in Sheffield and its surrounding area for its excellent service, including a delivery service which is second to none. This position will be key in maintaining those high standards.

Key responsibilities

- Assisting with co-ordination of deliveries to trade and retail customers
- Assist with customer queries related to deliveries.
- Checking in goods from suppliers and re-stocking shelves with goods received
- Assist on the trade counter at peak times
- Participate in stock management process
- Maintain a clean, tidy and safe working environment.
- Continuously improve customer service and experience



Who we're looking for

This role requires a hard working team member who can both use their own initiative and follow clear instructions while providing exceptional customer service.

The successful person will have good numerical and communication skills with a can-do attitude.

We are looking for someone who is keen to learn and progress. Full training will be given but prior knowledge of building materials would be helpful.

Behaviours

As well as aligning with the company values, the successful candidate will have a number of shared behaviours with the rest of the team.

- A team player
- Hands on approach, putting customers first.
- A positive and proactive mindset.
- A strong and effective communicator at all levels
- A desire to progress through the company

Benefits:

- Real Living Wage as set by the Living Wage Foundation
- Training & Development Opportunities
- Generous holiday allowance 23 days plus stat.
- Profit related discretionary bonus scheme
- Simply Health cash plan
- Pension
- Staff Discount in our Trade Store

Job Type: Full-time, Permanent

- Monday to Friday
- Alternate Saturdays

Closing Date 31 May 2025