

**SALES & WAREHOUSE ASSISTANT  
GLASGOW SOUTH STREET BRANCH  
RICHMONDS PLUMBING & HEATING MERCHANTS LIMITED**

Richmonds is an independent privately-owned company supplying bathrooms and plumbing and heating goods to the building and retail sectors in Central Scotland. The company currently operates seven branches across Glasgow, Edinburgh, Paisley, Bellshill and Hamilton.

We are seeking a Sales & Warehouse Assistant to join our team based at our Glasgow South Street Branch. The Sales & Warehouse Assistant will be responsible for assisting with all aspects of sales and general tasks within the Branch including but not limited to:

- the day-to-day operation of the Trade Counter;
- excellent customer service at all times;
- facilitating new and existing sales including creating order quotations;
- receiving, checking and booking in goods;
- storing goods safely within the warehouse;
- accurately making up orders;
- loading and unloading of vehicles;
- manual handling of stock;
- (depending on qualifications) back-up driver responsibilities as required including carrying out Branch deliveries and collections and van maintenance (including daily and weekly checks); and
- general warehouse maintenance including maintaining a tidy and safe working environment.

The Sales & Warehouse Assistant will be required to carry out any other reasonable duties falling within their capabilities, as the needs of the Company dictate.

You will be reliable, motivated and have excellent time-management and customer service skills. You are organised and follow Health and Safety procedures. You will also preferably have experience in a warehouse-based role. Knowledge of plumbing and heating products is preferred but not essential. Full UK driving licence preferred to enable back-up driver responsibilities but not an essential part of the role.

A full clean UK driving licence is essential to this role.

**Salary:** Competitive, dependant on experience.

**Hours:** 42 hours per week, Monday to Friday 8am to 5pm and every second Saturday 8am to 12pm (subject to Branch opening times).

**Benefits:** 18 days' annual leave and 10 public holidays; employer pension contributions; and life assurance.

A note of interest along with a current CV should be sent by email to Lisa Daniels, HR & Corporate Compliance Manager at [lisa.daniels@rphm.co.uk](mailto:lisa.daniels@rphm.co.uk)

**Closing date for applications: 25 April 2025**