



At Balfe's it's all about people. And bikes! It's the passion, energy and enthusiasm of all of our colleagues throughout the business, which makes Balfe's a great place to work.

Joining Balfe's means you'll be working with like-minded people, and you will have opportunities to develop your skills and experience, and plenty of career progression if you want it.

Balfe's Bikes PAC Warehouse Assistant Job Description:

Reports to the Bikes & PAC Manager

Below is an overview of the role of the PAC Warehouse Assistant role within Balfe's.

The warehouse assistant role will be responsible for receipt of goods from suppliers, the processing of goods into warehouse stock, and the preparation of goods out, both via our own transport network to stores and for home delivery. The role will handle both PAC (parts, accessories, & clothing) items, and bikes.

Responsibilities & Duties will include.

- Receipting of goods via our warehouse management systems
- Picking & preparation of outbound goods on store transfers
- Picking/packaging of goods to be home delivered via couriers
- Following all manual handling guidance
- Loading/Unloading of delivery vehicles
- Assisting in other areas of the warehouse/business where required
- Following all company H&S guidelines.

Experience & Qualifications:

- Unit Picking
- Inventory Control
- Documentation Skills
- Ability to lift, carry, push, or pull medium weights up to 25 Kgs
- Previous warehousing experience
- Forklift Experience & knowledge of bikes is desirable

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach an agreement on any changes.

Our Values

Passion: We live and breathe cycling, and we're here to inspire a lifelong love of riding in every cyclist

Knowledge: We share our expertise to empower every rider with the confidence to enjoy every journey

Community: Cycling connects us all, and we foster a welcoming space where every rider belongs

Teamwork: No egos. Just collaboration. Working together to support our customers and each other.

Honesty: Trust is everything. We're always open, transparent and committed to doing the right thing.