



Restore Information Management

UNIT B, PARC BEDWAS, 2 GREENWAY, BEDWAS HOUSE INDUSTRIAL
ESTATE, CAERPHILLY, CF83 8DW

About Restore Information Management

A document management company specialising in digital transformation and storage

Who We Are

Restore information Management is the leading UK owned provider of information management services, specialising in secure physical document storage, scanning digital mailrooms, outbound communication, hosting and automated workflows.

Our approach helps organisations protect, transform and access their information seamlessly and efficiently. Weith a focus on innovation and customer-focused solutions, we help organisations streamline and manage their information to stay competitive in today's fast-paced market.



Fast Facts About Us

The largest UK owned Information Management company



Number of heads ~
1,340



54 sites
nationwide



+ 6,900
customers



Over 1,000
TrustPilot
reviews



50 million items
scanned



1 million mail
items processed per
month



755 million
items scanned



UK Locations



We also have sites in New York and Athlone

We have state-of-the-art facilities in over 50 locations across the UK, they include dedicated mailrooms, high-volume scanning hubs, and secure storage centres.

SW Midlands & NW

Monkton Farleigh
Neston/Westwood
Southampton
Launceston
Stroud
Berkeley
Newport
Avonmouth Tewkesbury
Birmingham
Hartlebury
Telford
Manchester
Heywood
Bedwas
Bilston
Planetary Road
Manchester x 2
Kidderminster

Central & South

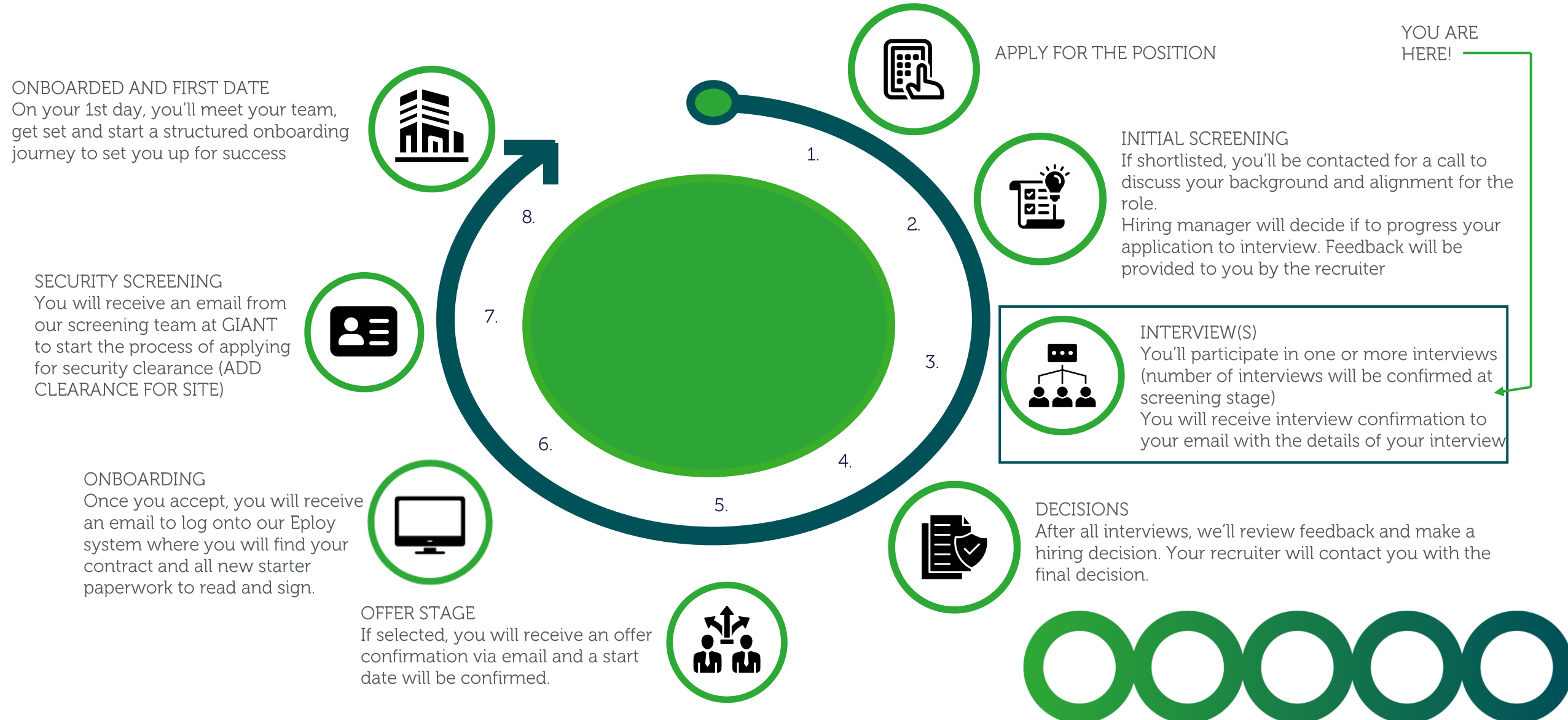
Swadlincote
Coventry
Markham Vale
Upper Heyford
Dunstable
Ipswich
FCDO
Rainham
Barking
Walthamstow
Thurrock
Sittingbourne
Shoeburyness

North & Scotland

East Kilbride
Livingston x 2
Paisley
Durham
Washington
Spennymoor
Middlesbrough
Goole
Leeds x 3
Sherburn
Oldham



The Recruitment Journey



Benefits and Rewards



Share Save Scheme



Holidays



Pension



Paid Volunteer Day



Access to our Mental
Health First Aiders



Long Service Recognition



Eyecare Vouchers



Life Assurance



Retail Discounts



Bereavement
Support



Family Leave



Employee Assistance



Refer a Friend Scheme



Cycle to Work Scheme



Apprenticeship
Opportunities



What Else Can We Offer You?

Pay

- Monthly Pay –
 - 28th of every month
- Electronic Payslips



Uniform / Dress Code

- ID cards to be provided and must be always worn onsite.

Operations

- Uniform and PPE (high vis jacket and steel toe capped boots) are provided by Restore for some of our roles. This will be discussed at interview stage.
- Should PPE not be required for your role then pants/black jeans and t-shirt (no sports attire or shirts with offensive writing or logos on). In winter periods hoodies and fleeces are allowed.
- Trainers are preferred or dolly shoes. But no open toe or back and no heels.

Back Office & Leadership

- For all other roles our dress code is a smart casual appearance is required for on-site, remote work, video meetings, and events.

Communication

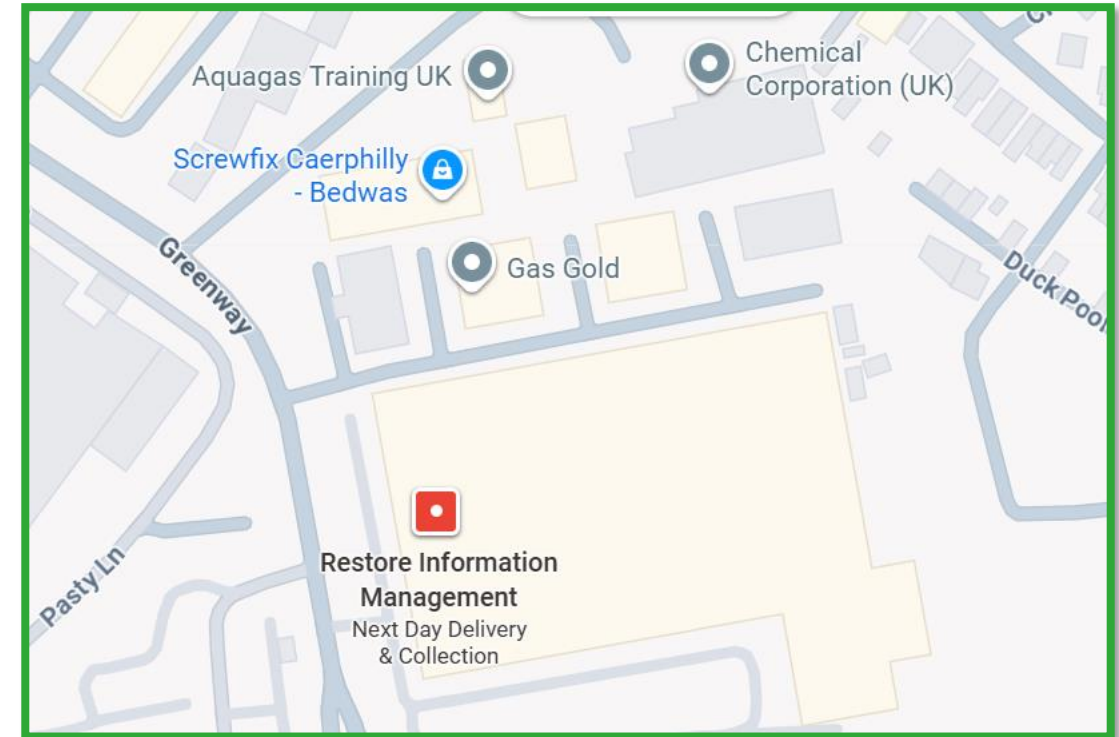
- Regular Team Meetings
- 121's
- Company Intranet (Circle)
- Colleague rep forums
- Internal Social Media (Yammer)
- Onsite Notice Boards
- Your Say Engagement Survey
- Careers Page
- Restore Employee Portal
 - Request and cancel holidays
 - Change your personal details
 - Employee handbook



Site Information

Restore Information Management, Unit B, Parc Bedwas, 2 Greenway, Bedwas House Industrial Estate, Caerphilly, CF83 8DW

- Free parking available on the street or in the nearby estate
- The nearest bus stop is located outside the site
- There is a kitchen onsite which includes a kettle, toaster, microwave and fridge
- Free tea, coffee, sugar, sweetener and milk is provided
- Co Operative and Tesco are located within a 10 - 15-minute walk away and fast-food restaurants located within a 15-minute walk



Employee Testimonials

We Asked Current Employee's What They Enjoyed About Working for Restore. Here Is What They Said

"Stress-free, decent pay, and we consistently had three breaks in an 8-hour shift. Very good people to work with, overall great experience. Highly recommended!"

Pros: Comfortable pace and positive colleagues.

"A good, stable job – the training is acceptable, and colleagues are friendly. The team makes the work enjoyable, and progression is relatively straightforward. It's steady work with no weekends."

Pros: Welcoming environment and realistic expectations.

"Great company that truly values its staff. Management recognise effort and contributions, which makes the work rewarding even when roles get repetitive."

Pros: Staff value, recognition, positive team environment.



Check us out on
Glassdoor



For further information please contact the Restore Information Management Recruitment Team

E: talent@restoreplc.com

T: 0330 912 1377

