Restore
Information Management

Restore Information Management

UNIT 15, EASTER PARK, FERRY LANE, RAINHAM, ESSEX, RM13 9BP

About Restore Information Management

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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

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The largest UK owned Information Management company

Number of heads ~ 1,340

54 sites nationwide

+ 6,900 customers

50 million items scanned

1 million mail items processed per month

755 million items scanned

4.6

Over 1,000 TrustPilot reviews

UK Locations

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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

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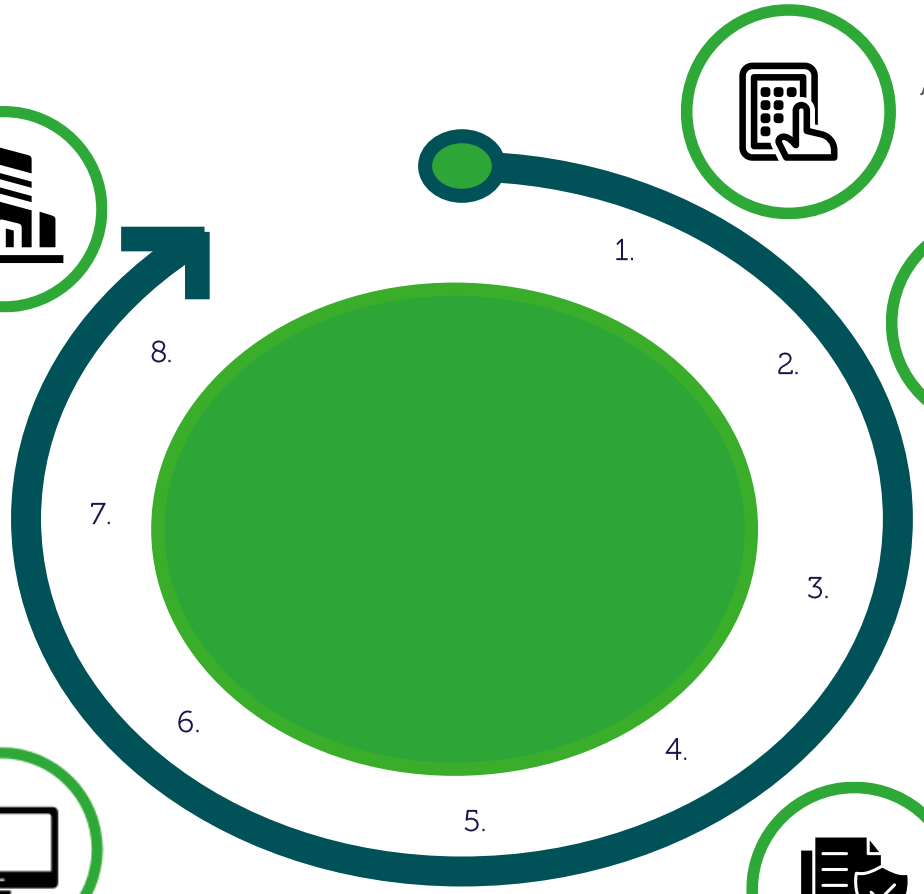

1. APPLY FOR THE POSITION

YOU ARE HERE!

2. INITIAL SCREENING
If shortlisted, you'll be contacted for a call to discuss your background and alignment for the role.
Hiring manager will decide if to progress your application to interview. Feedback will be provided to you by the recruiter

3. INTERVIEW(S)
You'll participate in one or more interviews (number of interviews will be confirmed at screening stage)
You will receive interview confirmation to your email with the details of your interview

4. DECISIONS
After all interviews, we'll review feedback and make a hiring decision. Your recruiter will contact you with the final decision.

5. OFFER STAGE
If selected, you will receive an offer confirmation via email and a start date will be confirmed.

6. ONBOARDING
Once you accept, you will receive an email to log onto our Eploy system where you will find your contract and all new starter paperwork to read and sign.

7. SECURITY SCREENING
You will receive an email from our screening team at GIANT to start the process of applying for security clearance (ADD CLEARANCE FOR SITE)

8. ONBOARDED AND FIRST DATE
On your 1st day, you'll meet your team, get set and start a structured onboarding journey to set you up for success

Benefits and Rewards

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- 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?

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Pay

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

Uniform / Dress Code

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

<u>Operations</u>

- Unform 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.

<u>Back Office & Leadership</u>

- 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

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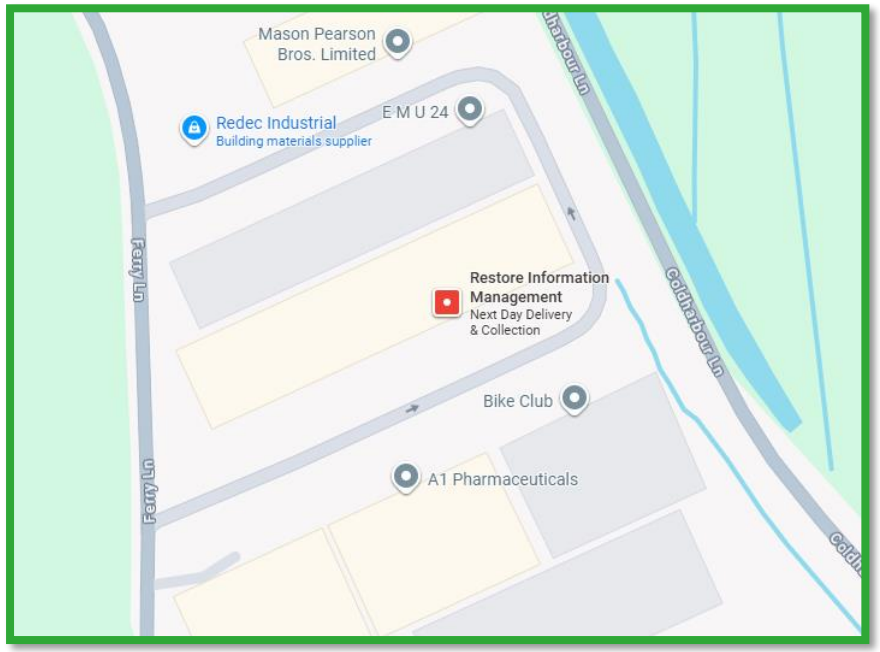
Restore Information Management, Unit 15, Easter Park, Ferry Lane, Rainham, Essex, RM13 9BP

- Free onsite parking
- The nearest bus stop and train station is a 30-minute walk away from site
- There is a kitchen onsite which includes a kettle, microwave and fridge
- Free tea, coffee, sugar, sweetener and milk is provided
- We have a sandwich van on site between 08:30 – 09:00 + a snacks van situated half mile.
- There is also a Tesco located by Rainham station which is a walk away from site



Employee Testimonials

Restore
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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

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For further information please contact the Restore Information Management Recruitment Team

E: talent@restoreplc.com

T: 0330 912 1377