



THE LBS FAMILY



LBS VACANCY BULLETIN

ADMINISTRATOR (part time)

PORT TALBOT

An opportunity has arisen for a part-time Administrator to join our established team at Port Talbot.

The Role

Working as part of a team you will provide general administrative support within a busy environment. Duties will include answering telephone calls, filing documents, processing goods received, booking stock in and out.

The Person

Applicants must be IT literate and have excellent communication skills and telephone manner. Previous experience within an administrative role is desirable, however full training will be provided.

Hours of work:

25 hours per week Monday – Friday. We are flexible on shift pattern; this will be discussed at interview stage.

In return, we offer: Staff Purchase Scheme - Company Pension - Profit Share Scheme – Uniform - Training and Development.

HOW TO APPLY

If you are looking for a challenging role and wish to join a successful team then please complete an online application form from www.lbsbm.co.uk/careers. Or if you have any questions please contact the HR department on jobs@lbsbm.co.uk

COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION