



THE LBS FAMILY



# LBS VACANCY BULLETIN

## ADMINISTRATOR/COUNTER SALES ASSISTANT Part-Time (30 Hours per week)

### Haverfordwest

An exciting opportunity has arisen for a Counter Sales Assistant/ Administrator to join our established team at Haverfordwest.

#### The Role

This is a dual purpose role of covering both the administration and counter sales within the branch.

Working on the sales counter, your role will involve proactively maximising sales and margins, whilst developing and maintaining good customer relations within your branch. You will need to build relationships with customers, both face to face and via the telephone; to help achieve sales growth for the branch. You will also be required to support the branch in all aspects of customer service.

You will also provide general administrative support within the branch reconciling the daily banking, processing goods received, booking stock in and out and general filing.

#### The Person

Applicants must be IT literate and have excellent communication skills and telephone manner. Product knowledge is desirable but not essential as Training will be given to the successful candidate.

**Working Hours: 30 Hours per week over the duration of 5 days Monday – Friday.**

**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](http://www.lbsbm.co.uk/careers). Or if you have any questions please contact the HR department on [jobs@lbsbm.co.uk](mailto:jobs@lbsbm.co.uk)

## COMPANY VALUES



KNOWLEDGE



AMBITION



TEAMWORK



INTEGRITY



PASSION