



THE LBS FAMILY



LBS VACANCY BULLETIN

ADMINISTRATOR / COUNTER SALES

LLANTRISANT

An excellent opportunity has arisen for an experienced Administrator with customer service experience to join our newest merchant venture based in Llantrisant. This is a full-time, permanent position.

About Us:

LBS Builders Merchants is a family run, multi award winning business and the Merchant of choice within South Wales. With a network of 16 builders' merchant branches, 9 plumbing branches, a Civils and Roofing division as well as 7 kitchen and bathroom showrooms. We supply the most comprehensive range of building materials to the construction, DIY and engineering industry.

The Role:

You will be required to provide daily administrative support for the operations of the branch. Duties will include answering telephone calls, reconciling the daily banking, inputting goods received, booking stock in and out, general office filing and perpetual stock taking reports. You will also occasionally cover sales and customer service on the sales counter when needed.

The Person:

You will be an enthusiastic individual with excellent communication skills and have a commitment to customer service. You will be a team player and have the drive to succeed in a fast paced environment. Previous experience in administration and basic IT skills are essential for this role. Knowledge of Building Materials is desirable; however, full product training will be available to the successful candidate.

On average 44.5 hours per week covering the branch opening times between 7.30 a.m. – 5.00 p.m Monday to Friday plus alternate Saturday mornings 08:00 a.m – 12noon.

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

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