



THE LBS FAMILY



LBS VACANCY BULLETIN

Administrator – Part Time Civils Division - Ammanford

Closing Date
30TH APRIL 2018

An opportunity has arisen for a Part-time Administrator to join our team based in Ammanford.

About us

LBS Civils, Ammanford is one of our successful, specialist branches specifying in Heaviside Builders Merchants products. Supplying comprehensive Civils products to trade and retail customers. Civils is part of the established LBS Family.

The Role

You will be required to provide administrative support to the sales team. Duties will include answering telephone calls, filing, reconciling the daily banking, processing goods received, and booking stock in and out.

The Person

The ideal candidate will be a team player with excellent communication and interpersonal skills. You will be self-motivated and have the drive to succeed in a fast paced environment. Previous experience in administration is desirable, knowledge of Civils products desirable, however full training will be provided to the successful candidate. Basic IT skills are essential for this role.

Hours of work: 30 hours per week Monday – Friday (Daily shift pattern to be agreed upon employment offer)

In return, we offer: Staff Discount - Company Pension - Profit Share Scheme – Uniform – Length of Service Awards - Comprehensive 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