



THE LBS FAMILY



LBS VACANCY BULLETIN

Product Data Administrator – Online Sales Division PORT TALBOT

An exciting new opportunity has arisen for a Product Data Administrator to join our Online Sales Team based in Port Talbot. This is a full-time, permanent position.

About Us

LBSBM Online (www.lbsbm.co.uk) was launched in 2013 with the aim of targeting the DIY and trade market outside the current LBS Builders Merchants branch network. Following a strong response to LBS' eCommerce offers and a recent investment into a dedicated warehouse and office space in Port Talbot, we are now looking to expand our Online Sales team to accommodate our rapid growth.

The Role

As a Product Data Administrator, you will take ownership of product / price / availability and discontinued item spreadsheets for import onto the Magento Platform, plus eBay and Amazon channels. You will be responsible for contacting suppliers to obtain product information and images in order to create engaging product listings containing key features with supporting documents optimised both for the customer and for search. You will strategically merchandise across the site through use of filterable attributes and attribute sets, best seller pages, new in and special offer promotions. You will identify opportunities to increase basket size through cross-selling and upselling and assist with identifying new product ranges based on category performance and ensure all products are available for customers. You will also provide general office administrative support as required.

The Person

The ideal candidate will have a high level of computer literacy with proficient working knowledge of the MS Office Suite with intermediate to advanced level Excel experience. Previous use of Magento platform and Google Analytics is advantageous but not essential as system training can be provided to suitable candidates. This role requires you to be methodical, with a good blend of technical skills and commercial acumen. You will enjoy and work proactively with large data sets. With our continuous growth prospects, this is a perfect opportunity to join our expanding team for an exciting long-term career.

Hours of work: Monday to Friday 08:00 a.m. – 5.00 p.m.

In return, we offer:

Competitive Salary - Staff Purchase Scheme - Company Pension - Profit Share Scheme – 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