



THE LBS FAMILY



# LBS VACANCY BULLETIN

## PART-TIME ADMINISTRATOR \*JOB SHARE\*

### CARDIGAN

An excellent opportunity has arisen for an Administrator to join our Merchant branch based in Cardigan.

#### 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 15 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:

This role is offered as part of a job share. 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.

*Hours of work- On average 19 hours per week, based on the following shift pattern:  
Thursday - Friday 08.00am until 17:00pm plus alternate Saturdays 8.00am until 12noon.*

**In return, we offer:** Staff Purchase Scheme - Company Pension - Profit Share Scheme – Uniform - Training and Development – C2W Scheme – 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](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