



THE LBS FAMILY



# LBS VACANCY BULLETIN

## ADMINISTRATOR / COUNTER SALES ASSISTANT

### CASEYS

An excellent opportunity has arisen for an experienced administrator with customer service experience to join our friendly team in Casey's Swansea.

#### About Us:

Founded in 1931, LBS Builders Merchants is the largest and leading independent builders' merchant in South Wales. LBS has 18 merchant branches, 12 Total Plumbing Centres, 11 Kitchen & Bathroom showrooms, a specialist Civils business, a dedicated Roofing merchant, a Home & Garden Centre and Talbot Timber: a timber and roof truss manufacturer and supplier, spanning the whole of South Wales. LBS employs over 400 local, expert staff throughout its branches and has a fleet of over 75 vehicles. The company supplies building materials across many sectors including self-builds, large contractors, developers, plumbers, roofers, local authorities, and the general public.

#### 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 cover sales and customer service on the trade 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.

**Working Hours:** On average 39.5 hours per week between 8.00am – 4.00pm Monday to Friday plus alternate Saturday mornings 8:00am – 12 noon.

**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](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