



THE LBS FAMILY



# LBS VACANCY BULLETIN

## INTERNAL SALES ASSISTANT

### Talbot Timber

Due to expansion an exciting opportunity has arisen for an Internal Sales Assistant to join our team based in Pembroke Dock. This is a full-time, permanent position.

#### About us

Talbot Timber has been supplying the construction industry across West Wales for over 35 years from branches in Pembrokeshire. Both Welsh businesses are family-owned, built upon strong partnerships with their customers and local communities, providing a perfect fit.

Talbot Timber has an established timber engineering and sheet material business based in Pembroke Dock, supplying engineered roof trusses, Pozi joists, and timber across South Wales and into the West Country. This part of the business will trade independently of the LBS branch network supplying its customer base of builders' merchants, joinery businesses and regional developers/contractors.

#### The Role

Joining a successful team, you will be required to generate and co-ordinate sales through the office via telephone and face to face contact both for builder's merchants' products. You will also be supporting the Branch Manager in achieving and exceeding sales targets at optimum margins, ensuring we maintain a high standard, creating and maintaining a loyal customer base and providing a first-class service.

#### The Person

You must be a highly motivated, enthusiastic individual with excellent communication skills, a natural flair for selling and have a commitment to customer service.

We are looking for someone who has excellent product knowledge and is passionate about delivering an outstanding level of customer service. Knowledge of building materials is advantageous for this role.

**Hours of work:** 44.5 hours per week covering the branch opening times between 7.30am – 5.00pm Monday to Friday, plus alternate Saturday mornings 08:00am – 12 noon.

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

## 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