



THE LBS FAMILY



# LBS VACANCY BULLETIN

## WAREHOUSE ASSISTANT

### PORT TALBOT – ONLINE SALES DIVISION

#### 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 17 builders' merchant branches, 10 plumbing branches, a Civils and Roofing division as well as 11 kitchen and bathroom showrooms. We supply the most comprehensive range of building materials to the construction, DIY, and engineering industry.

LBSBM Online ([www.lbsbmonline.co.uk](http://www.lbsbmonline.co.uk)) was launched in 2013 with the aim of targeting the DIY and trade market outside the current LBS Builders Merchants branch network.

#### The Role:

Responsible to the Online Sales Manager and Office & Warehouse Supervisor for carrying out the duties of a Warehouse Assistant. Duties will include:

- To ensure that daily orders are picked, packed, and dispatched as quickly and accurately as possible, following correct company procedures to meet customer demands.
- To enter dispatch information onto the relevant eCommerce platform in order that customers are supplied with up-to-date tracking information.
- To respond to occasional stock enquiries and act on them as required.
- To receive goods inwards, ensuring quantities on ordered are the same as the quantities supplied, and that the goods are in good condition.
- To assist with customer returns procedures.
- To correctly monitor stock locations, moving from goods inward to the allocated area within stores. Ensure goods are always located correctly, periodic re-allocating stock to maintain optimum storage space.
- To ensure the Warehouse and packing areas are kept in a clean and orderly manner. Monitor and report on shortages of packing materials.

**Working Hours:** 42.5 hours a week from 8am-5.00pm, Monday to Friday.

#### In return, we offer:

Competitive Salary - Staff Purchase Scheme - Company Pension - Profit Share Scheme – Uniform - Training and Development opportunities - C2W - 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