

Lomond Books Ltd General Information

Position:	Buying Administrator
Location:	12-14 Freskyn Place, East Mains Ind Est, Broxburn, EH52 5NF
Hours of work:	9am - 5pm Monday to Friday with half hour paid lunch break.
Start date:	Position available from mid-March. Start date negotiable.
Contract Type:	Permanent.
Salary:	£19,760 to £21,750 pa depending on skills and experience
Salary Reviews:	Cost of living salary increases awarded annually based on company performance.
Probationary Period:	12 months with a review at 6 months.
Holiday Entitlement:	20 days annual leave. Long service holiday award accrued up to 25 days over 5 years' service and to a maximum 28 days annual leave after 10 years' service. 9 days public holidays.
Pension Scheme:	Workplace scheme eligible to join after 3 months service.
Sick Pay Scheme:	Staff will qualify for sick pay after one years' service.
Access to Private GP:	Free unlimited access to private GP for consultations and medical advice 24 hours a day 365 days a year
Staff Discount Scheme:	Generous discount for staff on retail prices of stock.
Dress Code:	Casual.
Office facilities:	Fully equipped kitchen with free tea, coffee and milk. Ample free on-site parking. Electric vehicle charge points available on site.