**PURCHASING/CUSTOMER SERVICES**

Person required for purchasing and stock control for our hardware store in Clevedon. This varied role includes:

* Purchasing stock
* Receiving inwards goods
* Counter and phone enquiries and sales
* Invoice entry
* General yard and hardware store duties

Some knowledge of timber and hardware products would be an advantage, but full training will be given. Computer skills are essential.

Full time position with most Saturday mornings.

We are a small friendly team and the successful applicant must be a team player.

***Apply by email to:*** ***mortontimber@xtra.co.nz***

***including cv and references or phone the office***

***on 09 292 8656***

**MORTON TIMBER CO. LTD**

226 North Road, Clevedon