



MURDOCK

BUILDERS MERCHANTS

Murdock Builders Merchants is a family-owned business with 18 locations across Northern Ireland and the Greater Dublin region. With over 400 employees we are recognised as a leading Company in our industry and supply general and specialist building materials, timber, and hardware to the construction trade, the DIY sector and the general public. We value both our customers and our employees and our business is built on offering consistently excellent customer service by well-trained and knowledgeable staff. We have also recently acquired Brooks Timber and Building Supplies in South of Ireland who have 10 branches located throughout Southern Ireland. Currently we are recruiting an admin assistant for our Trusses Department.

Admin Assistant – Trusses

Greenbank, Newry

Hours	Monday -Thursday	8.00am - 5.00pm
	Friday	8.00am – 4.00pm

We are seeking an admin assistant to provide administrative and clerical support to the Trusses department to ensure the smooth coordination of production schedules, processing orders, collation of payroll information and departmental admin documentation. The ideal candidate will possess attention to detail, excellent planning and organisational skills and have an ability to work under pressure and to tight deadlines.

Key Responsibilities:

- Assisting with processing orders onto internal computerised system ensuring attention to detail and accuracy.
- Maintain, update and generate daily production sheets
- Collate payroll information from clocking machine, transfer hours onto excel spreadsheet and forward to relevant people.
- Maintain and manage holiday calendar for site
- Creation of PO for all repairs and maintenance on site
- Order creation for stock and materials
- Contacting external service providers as and when required
- Ordering, distribution and inventory of staff uniforms/PPE and to ensure all relevant employees are provided with appropriate uniform/PPE.
- Highlighting any opportunities for improvements with Manager
- Ensuring all Health and Safety policies and procedures are adhered to.
- Ensuring that all company procedures and policies are adhered to.
- Any other duties/responsibilities as and when required

Criteria:

- Minimum of 12 month's experience in a busy office environment
- Experience of using Microsoft office
- High level of attention to detail and experience of maintaining accurate records
- Experience of working independently and as part of a team.
- Experience of working under pressure and to tight deadlines

- Strong organisational and time-management skills.

Benefits

- Company Pension Scheme
- Competitive Salary
- Staff Training
- Staff Discount
- Long Service Leave and Recognition

Closing date: Friday 21st November 2025

To apply please:

Email CV to: MRice@mbm.ie

Download application form from www.murdockbuildersmerchants.com

Murdock Builders Merchants is an Equal Opportunities Employer and welcomes applications from all sections of the Community