

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 9 branches located throughout Southern Ireland.

Stock Controller - Duncrue

We are seeking a dedicated and detail-oriented Stock Controller to join our team as a Stock Controller within our Builders Merchants, Duncrue branch. The postholder will be responsible for overseeing the efficient management of inventory, ensuring that stock levels are maintained, orders are processed accurately, and all stock movements are recorded appropriately. The ideal candidate will possess a strong understanding of stock management systems, have excellent organizational skills, and be proactive in identifying opportunities for inventory improvements.

Key Responsibilities:

- **Stock Management:** Ensure accurate tracking and management of all stock items in the warehouse, including raw materials, tools, and building products.
- **Inventory Control:** Maintain optimal stock levels, monitor stock movements, and place orders to replenish stock when necessary, avoiding overstocking or understocking.
- **Stock Audits:** Conduct regular stock audits and stock takes to ensure accuracy between physical stock and system records.
- **Order Processing:** Coordinate with suppliers to manage inbound deliveries and ensure all received goods are logged correctly into the inventory system.
- **Stock Replenishment:** Work with the sales and procurement teams to identify high-demand items and ensure timely replenishment.
- **Health & Safety:** Adhere to health and safety protocols while handling stock, ensuring the safe storage and handling of products.
- **Reporting:** Maintain and provide stock reports, including stock usage, order trends, and discrepancies, to the management team.
- **Customer Service:** Assist sales teams and customers in locating stock and providing information about product availability.
- **Stock Organization:** Ensure stock is stored in a well-organized and accessible manner to improve efficiency and reduce time spent searching for products.

Criteria:

- Previous experience in stock control or inventory management within a builder's merchants or similar environment is preferred.
- Strong organisational and time-management skills.
- Excellent attention to detail and a methodical approach to stock control.
- Experience with stock management software or ERP systems.
- Ability to work independently and as part of a team.
- Strong communication skills, both verbal and written.
- A good understanding of health and safety standards in a warehouse environment.
- Ability to handle physical stock, including lifting and moving materials.
- Forklift license (optional, but desirable).

Key Attributes:

- Proactive and solutions-focused.
- Reliable and trustworthy.
- Ability to work under pressure and meet deadlines.
- Customer-focused with a problem-solving approach.

Benefits

- Company Pension Scheme
- Competitive Rate of Pay
- Staff Training
- Staff Discount
- Long Service Leave and Recognition

Closing date: Tuesday 22nd April 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