



## Part Time Trade Counter Assistant – Lisburn

**Hours Flexible/Negotiable – between 16-25 hours per week including every Saturday morning**

We wish to recruit a **Trade Counter Assistant** who will play a fundamental role providing excellent customer service in the Lisburn area. This is a customer facing role, providing an outstanding level of service at our trade counter and over the phone, maximising sales at every opportunity. As part of the branch team, this is an excellent role for the right person to develop their skills and experience within our industry.

### **This role will include:**

- Providing excellent customer service at our busy Trade Counter maintaining high company standards
- Assisting customers/potential customers on their product selection detailing benefits/technical features of products
- Cash handling and operation of our in-house stock system.
- Assisting the Shop Manager with merchandising and keeping the shop at the highest standards of health and safety and cleanliness.
- Maintaining effective communications with our suppliers regarding the sourcing and delivery of products.
- Providing support to our Internal Sales Team and External Sales Team

### **Criteria:**

- Previous experience of providing excellent customer service within a retail environment essential
- Excellent teamwork and organisational skills
- Excellent communication skills both verbal and written
- Proficient in the use of IT and have good computer literacy
- Reliable and punctual
- Good knowledge of Building materials/products or willingness to learn
- Previous experience of working on a Trade Counter desirable

### **Benefits:**

- Attractive package offered
- Company Pension Scheme
- Opportunity for Excellent Career
- Staff Discount
- Long Service Leave and Recognition

**Closing date: Friday 1st July 2022**

**To apply please:**

**Email CV to: [MRice@mbm.ie](mailto:MRice@mbm.ie)**

**Download application form from: [www.murdockbuildersmerchants.com](http://www.murdockbuildersmerchants.com)**

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