



Internal Sales Representative – Balbriggan

We wish to recruit an Internal Sales Representative who will play a fundamental role providing excellent customer service in the Balbriggan area. This role includes responding to customer needs ensuring these are carried out efficiently and effectively in line with Company Standards to both established and new customers. This is an excellent opportunity for the right candidate to develop their skills and experience and play a vital role in our continued success.

This role will include:

- Ensuring the efficient processing and follow-up of customer enquiries
- Maintaining effective communications with our suppliers regarding the sourcing and delivery of products.
- Supporting and liaising with our External Sales Representatives to ensure that customer orders are processed accurately and efficiently.
- Building and maintaining successful customer relationships ensuring focus on the achievement of long-term customer loyalty.
- Assisting with Trade Counter Sales and Enquiries during busy periods as required

Criteria:

- Previous experience of providing excellent customer service ideally within a Sales or Trade Counter background.
- Previous experience of working within Builders Merchants highly desirable
- Experience of both working within a team or individually
- Experience of working under pressure and to tight deadlines
- Ability to multi-task, prioritise, and manage time effectively
- Excellent communication skills both verbal and written
- Must have IT experience and knowledge of Microsoft Office
- Good knowledge of Building/timber materials or willingness to learn
- Previous experience of working in Internal Sales role desirable

Benefits:

- Attractive package offered
- 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

[Download application form](#) from www.murdocksbuildersmerchants.com

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