



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 11 branches located throughout Southern Ireland.

Trade Counter Assistant

Duncrue

We wish to recruit a **Trade Counter Assistant** who will play a fundamental role providing excellent customer service in the Duncrue 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/Sales/Trade Counter 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 12th December 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