



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 acquired Brooks Timber and Building Supplies in Republic of Ireland who have 9 branches located throughout Southern Ireland.

## **Accounts Administration Assistant Head Office, Greenbank, Newry**

**Hours of work: Monday – Thursday 8.00am – 5.00pm**  
**Friday 8.00am – 4.00pm**

We wish to recruit an Accounts Administration Assistant to join our Head Office team in Newry. The successful candidate will be an integral member of the Finance & Administration Department. This is a fast-paced environment and the position will require a proactive approach to the role, working with colleagues and third parties to ensure that accurate records are maintained. This is an excellent opportunity for the right candidate to develop their skills and experience playing an integral role in the Finance & Administration Department.

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

- Working with Suppliers and Colleagues to ensure that Supplier invoices are paid promptly and fully. This will include:
  - Reconciling statements each month and requesting missing invoices;
  - Raising payments;
  - Processing Credits
- Administration associated with maintaining Company's vehicle fleet
- Dealing with Office stationery and ancillary product purchasing
- Other tasks as required by Management

### **Criteria:**

- Minimum of 12 month's experience in a busy office environment
- Experience of using Microsoft office including Microsoft Excel
- Experience of using a computerised accounts system would be an advantage
- Excellent teamworking skills and working on own initiative
- Experience of working under pressure and to deadlines
- High level of attention to detail and experience of maintaining accurate records
- Excellent planning and organisational skills

### **Benefits:**

- Attractive package offered
- Company Pension Scheme

- Opportunity for Excellent Career
- Long Service Leave and Recognition

**Closing date: Friday 30<sup>th</sup> May 2025**

To apply please:

Email CV to: [JBeck@mbm.ie](mailto:JBeck@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.