



*Murdock Builders Merchants is a family-owned business with a workforce of over 400 dedicated colleagues, we are recognised as a leading provider of general and specialised building materials, timber, and hardware. Our clientele spans the construction trade, the DIY community, and the general public, ensuring that our offerings cater to a diverse array of needs.*

*Our acquisition of Brooks Group in August 2021 marks a significant milestone, expanding our footprint to encompass a total of 27 strategic locations across Northern Ireland and the Republic of Ireland. This union propels us to the forefront as the second-largest builder's merchandising group on the island of Ireland.*

*At Murdock Builders Merchants, we hold dear the relationships we forge with both customers and employees alike. Our ethos revolves around delivering unparalleled customer experiences, underpinned by the expertise and professionalism of our well-trained staff. As a business, we are committed to the development of our colleagues to enable us to resource new and existing roles required to meet the ongoing needs of a dynamic organisation. It's not just business for us; it's a commitment to excellence in every interaction.*

## **Trade Counter Assistant**

### **Ballymount**

We wish to recruit a **Trade Counter Assistant** who will play a fundamental role providing excellent customer service in the Ballymount 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/Sale/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 20<sup>th</sup> March 2026**

**To apply please:**

**Email CV to:** 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*