



Murdock Builders Merchants includes Cranwood Industries Ltd which is a modern hi-tech timber machining facility based in Milltown East Industrial Estate, Upper Dromore Road, Warrenpoint. Using state of the art machinery, we have the capacity to supply both standard and bespoke timber products for all types of projects. Currently we are looking to recruit a Timber Sales Representative to cover Southern Ireland.

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 public, ensuring that our offerings cater to a diverse array of needs.

Sales Support Admin

Warrenpoint

Currently we are looking to recruit a Sales Support Admin. This is an excellent opportunity for the right candidate to develop their sales experience and play an integral role within Cranwood Industries.

Responsibilities:

- Manage & Process Customer Enquiries and Orders.
- Provide updates to our Customers on their Orders.
- Prepare and present quotations tailored to Customer requirements.
- Maintain & Develop Customer Relationships.
- Provide product information and technical support guiding customers to the best solutions for their projects.
- Collaborate and support the External Sales Team to maximise sales opportunities and achieve company targets.
- Collaborate with Key personnel within the company to achieve daily and monthly goals.

Essential Criteria:

- Proven experience in a sales role.
- Knowledge of timber products is highly preferred.
- Strong analytical skills.
- Excellent communication, interpersonal and organisational skills.
- A proactive attitude.
- Ability to balance independent work with collaborative team efforts.
- Results driven mindset with a passion for achieving sales targets.
- Computer literate and comfortable operating Microsoft Excel, PowerPoint and Word.

Benefits:

- Attractive package offered
- Company Pension Scheme
- Opportunity for Excellent Career
- Staff Discount
- Long Service Leave and Recognition
- Westfield Health Cash Plan (After 6 months successful completion of probationary period)

Closing date: Friday 2 October 2026

To apply please:

Email CV to: MRice@mbm.ie

Download application form from www.murdockbuildersmerchants.com