



## **Customer Services Advisor/Trade Counter Assistant**

We wish to recruit an established **Customer Services Advisor/Trade Counter Assistant** who will play a fundamental role providing excellent customer service in the **Dungannon** area.

### **Your main responsibilities will be**

- Serving customers at our busy Trade Counter.
- Cash handling and operation of our in-house stock system.
- Dealing with sales enquiries in the showroom and on the phone and assisting customers on their product selection.
- Providing excellent standards in customer service.
- Providing support to our Internal Sales Team and External Sales Team.
- 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.

### **Requirements**

- Committed to providing excellent customer service and with a strong work ethic.
- Genuine interest in working as a team.
- Excellent communication and organisational skills.
- Good IT Skills
- Reliable and punctual
- Building materials knowledge would be an advantage
- Previous experience in a similar role desirable
- Attractive package offered
- Opportunity for excellent career

**Closing date: Wednesday 19<sup>th</sup> January 2022**

To apply please:  
Email CV to: [JBeck@mbm.ie](mailto:JBeck@mbm.ie)

[Download application form](#)

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