



Cranwood Industries Ltd 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. Cranwood Industries operates as part of the Murdock Builders Merchants Group. We are now seeking applications for a Business Support Assistant.

Business Support Assistant

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

Key Responsibilities

- Processing Customer Orders ensuring accuracy and attention to detail.
- Sales & Purchase Order Coordination.
- Answer Direct Phone Calls and assist with enquiries.
- General Admin Duties and Support for Sales & Operations Team.
- Assist with other duties as assigned.

Skills

- Minimum of 12 month's experience in a busy office environment
- Experience of using Microsoft office including Microsoft Excel
- 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 communication, planning and organisational skills
- Be pro-active and have excellent problem-solving skills

Benefits

- Company Pension Scheme
- Competitive Rate of Pay
- Staff Training
- Long Service Leave and Recognition

Closing date: Friday 13th June 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