



MURDOCK
BUILDERS MERCHANTS

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 recently acquired Brooks Timber and Building Supplies in South of Ireland who have 11 branches located throughout Southern Ireland. We are currently recruiting an Internal Sales Support role in our Civils Division, Kennedy Way, Belfast to add to our expanding team.

Internal Sales Support - Civils Kennedy Way, Belfast

We wish to recruit an Internal Sales Support who will play a fundamental role providing excellent customer service in the Civils Division, Kennedy Way, Belfast. This role includes responding to customer needs ensuring these are carried out efficiently and effectively in line with Company Standards to both established and new customers. This is an excellent opportunity for the right candidate to develop their skills and experience and play a vital role in our continued success.

This role will include:

- Ensuring the efficient processing, including quotations and follow-up of customer enquiries
- Offering advice to customers and Murdock Builders Merchants Sales Teams on company products in relation to enquiries
- Supporting and liaising with our External Sales Representatives to ensure that customer orders are processed accurately and efficiently.
- Building and maintaining successful customer relationships ensuring focus on the achievement of long-term customer loyalty.
- Maintaining effective communications with our suppliers regarding the sourcing and delivery of products

Key Criteria:

- Previous experience of providing excellent customer service ideally within a Sales or Trade Counter background.
- Experience of both working within a team or individually
- Experience of working under pressure and to tight deadlines
- Ability to multi-task, prioritise, and have excellent Time Management skills
- Excellent communication skills both verbal and written
- Must have IT experience and knowledge of Microsoft Office
- Technical Sales in the Construction Industry desirable

Benefits:

- Attractive package offered
- Company Pension Scheme
- Opportunity for Excellent Career
- Staff Discount
- Long Service Leave and Recognition

Closing date: Monday 10th November 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