



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 9 branches located throughout Southern Ireland.

## Haulage Co-ordinator - Dungannon

We wish to recruit a Haulage Co-ordinator to join our Dungannon Branch to plan and control delivery schedules of products to our customers at the agreed time. This is an excellent opportunity for the right candidate to develop their skills and experience within our industry. You will play a vital role in our continued success, providing excellent customer service.

### **This role will include:**

- Managing the day to day running of haulage in the branch
- Coordinating and scheduling multi drop deliveries for the lorries in the branch
- Meet our customer requirements for the safe and efficient transport of their goods according to operating procedures and statutory requirements
- To manage the receipt of goods from suppliers, ensuring that goods are checked
- Completion of all required documentation/administration procedures
- Downloading Digital Tachographs for drivers
- Experience of working in a fast-paced environment

### **Criteria**

- Previous relevant experience of working in a transport/logistics/warehousing operation
- Excellent Planning and Organisational Skills and be able to think logically
- Experience of working under pressure in a customer facing environment to give a high standard of customer service, resolving any issues as required
- Excellent Communication skills both verbal and written
- Must be IT literate and demonstrate knowledge of Microsoft Office
- Working knowledge of Digital Tachographs and transport legislation
- Good geographical knowledge of area
- Good general knowledge of building/timber materials or willingness to learn

### **Benefits**

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

**Closing date: Friday 4<sup>th</sup> April 2025**

**To apply please:**

**Email CV to: [MRice@mbm.ie](mailto: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.