Murdock Builders Merchants is a family-owned business with 15 locations across Northern Ireland and the Greater Dublin region. With over 400 employees, we are recognised as a leading company in our industry, supplying general and specialist building materials, timber and hardware to the construction trade, the DIY sector and the general public.

Our business is built on strong relationships, expert knowledge and consistently excellent customer service delivered by our dedicated teams. Currently we are recruiting a Part-Time Trade Counter Assistant to join our team in Newry Building Supplies.

Part–Time Trade Counter Assistant

Newry Building Supplies

Hours Flexible/Negotiable – maximum 25 hours per week to be discussed at interview

We wish to recruit a **Part-Time Trade Counter Assistant** who will play a fundamental role providing excellent customer service in the Newry area. This is a customer facing role, providing an outstanding level of service at our trade counter and over the phone, maximising sales at every opportunity. As part of the branch team, this is an excellent role for the right person to develop their skills and experience within our industry.

Responsibilities:

- Providing excellent customer service at our busy Trade Counter maintaining high company standards
- Assisting customers/potential customers on their product selection detailing benefits/technical features of products
- Cash handling and operation of our in-house stock system.
- 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.
- Providing support to our Internal Sales Team and External Sales Team

Criteria:

- Previous experience of providing excellent customer service within a Retail/Sales/Trade Counter environment essential
- Excellent teamwork and organisational skills
- Excellent communication skills both verbal and written.
- Proficient in the use of IT and have good computer literacy.
- Reliable and punctual
- Good knowledge of Building materials/products or willingness to learn.
- Previous experience of working on a Trade Counter desirable

Benefits:

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

Closing date: Friday 4th December 2026

To apply please:

Email CV to: MRice@mbm.ie or

Download application form from www.murdockbuildersmerchants.com

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