



## Trade Counter Assistant

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

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

- Liaising with and supporting our field-based Sales Representatives to ensure that customer orders are processed accurately
- Ensuring the efficient processing and follow-up of customer enquiries
- Assisting with Trade Counter Sales and Enquiries
- Maintaining effective communications with our suppliers regarding the sourcing and delivery of products.

### **Key Criteria**

- Preferably proven track record of internal sales in the Construction sector
- Preferably customer service experience within a Hardware or Builder Providers environment
- Ability to multi-task, prioritise, and manage time effectively
- Commitment to providing excellent customer service

**Closing date: Friday 22<sup>nd</sup> October 2021**

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.