

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 7 branches located throughout Southern Ireland.

Timber Stock Admin Assistant – Newry

Hours: Monday – Thursday 8.00am – 5.00pm
Friday 8.00am – 4.00pm

Our Timber Division in Carcassing, Greenbank, Newry is now seeking to recruit a Stock Admin Assistant. Postholder will be office based within Carcassing Division but will have interaction on a daily basis with the supervisors on paperwork. Duties will involve going up and down the yard on a regular basis.

This role will include:

- Control and add relevant Timber Purchase Orders to the system as instructed from the Timber Buying Department
- Set up procedures to monitor and control relevant timber suppliers and keep the relevant parties informed as to delivery dates
- Control and monitor all part supplied deliveries ensuring that there is continuous communication with suppliers and colleagues so that all parties know what stage each order/contract is at
- Book in all Relevant Timber Deliveries
- Control and issuing of stock labels for all incoming stock as well as monitoring of arrival dates
- Communicate with work colleagues, suppliers and haulage companies to sort out any queries regarding deliveries
- Update system for all stock adjustments on a daily basis
- Liaise with our various timber offices to ensure all intercompany business is recorded and correct procedures are followed
- Complete and circulate daily, weekly and monthly sales reports to the relevant parties
- Take an active role in both the preparation and running of Weekly and Quarterly stock takes
- Be the point of contact for branches regarding queries over deliveries
- Control the procedures around stock returns and issuing of relevant credits if required
- Work closely with the Haulage Co-Ordinator to ensure all delivery dockets are issued on a timely basis and all relevant paperwork completed and filed correctly

Criteria:

- Minimum of one year's experience within a busy office environment
- Sound Microsoft Office knowledge
- Ability to prioritize and organise your own workload to achieve deadlines
- Ability to work well and flexibly with others

Benefits

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

Closing date: Wednesday 25th May 2022

To apply please:

Email CV to: JBeck@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