



*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.*

*Cranwood Industries Ltd is a modern hi-tech timber machining facility based in Milltown East Industrial Estate, Upper Dromore Road, Warrenpoint. Using state of the art machinery, we have the capacity to supply both standard and bespoke timber products for all types of projects. Cranwood Industries operates as part of the Murdock Builders Merchants Group. We are now seeking applications for a Business Support Assistant.*

## **Business Support Assistant**

*Warrenpoint*

Currently we are looking to recruit a Business Support Assistant. This is an excellent opportunity for the right candidate to develop their experience and play an integral role within Cranwood Industries based in Warrenpoint, Co Down.

### **Key Responsibilities**

- Processing Customer Orders ensuring accuracy and attention to detail.
- Sales & Purchase Order Coordination.
- Answer Direct Phone Calls and assist with enquiries.
- General Admin Duties and Support for Sales & Operations Team.
- Assist with other duties as assigned.

### **Skills**

- Experience in a similar role.
- Strong analytical skills
- Excellent communication, interpersonal and organisational skills.
- A proactive attitude.
- Ability to balance independent work with collaborative team efforts.
- Computer literate and comfortable operating Microsoft Excel, Powerpoint and Word.

### **Benefits**

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

**Closing date: Friday 23rd January 2026**

**To apply please:**

**Email CV to:** 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*