



## **Part Time Sales Administrator**

**Hours: Monday – Friday 9.00am – 1.00pm**

**(20 hours per week - can be flexible if required)**

We wish to recruit a Part Time Sales Administrator to join our modern hi-tech timber machining facility based in Cranwood Industries, Warrenpoint. This is a fast-paced environment and the position will include a proactive approach to processing orders and supporting our Sales Team. This is an excellent opportunity for the right candidate to develop their experience and play an integral role within Cranwood Industries.

### **The Role:**

- Input Customer Daily Order entry onto computerised system.
- Updating order status to Sales Team and Customers via telephone & email.
- Liaise with staff & customers via telephone & email.
- Liaise with the Operations & Logistics department to ensure timely deliveries.
- Answering inbound telephone calls and linking them to the relevant member of staff.
- Data input onto computerised system.

### **Criteria:**

- Previous experience of working in an office environment
- Excellent customer service
- Accurate keyboard skills
- Excellent attention to detail and organisational skills
- Excellent teamwork skills
- Good Communication and Planning Skills

### **Benefits**

- Company Pension Scheme
- Long Service Leave
- Long Service Recognition

**Closing date: Monday 22nd April 2024**

**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.