



Trade Counter/Office Assistant - Enniskillen

We wish to recruit a **Trade Counter/Office Assistant** who will play a fundamental role providing excellent customer service in the Enniskillen area.

Key Duties

- Serving customers at our busy Trade Counter.
- Cash handling and operation of our in-house stock system.
- Dealing with sales enquiries in the showroom and on the phone and assisting customers on their product selection.
- Providing excellent standards in customer service.
- Providing support to our Internal Sales Team and External Sales Team.
- 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.

Requirements

- Committed to providing excellent customer service and with a strong work ethic.
- Genuine interest in working as a team.
- Excellent communication and organisational skills.
- Good IT Skills
- Reliable and punctual
- Building materials knowledge would be an advantage
- Previous experience in a similar role desirable
- Attractive package offered
- Opportunity for excellent career

Closing date: Friday 22nd October 2021

To apply please:
Email CV to: jbeck@mbm.ie

[Download application form](#)

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