



Murdock Builders Merchants is a family-owned business with a workforce of over 400 dedicated colleagues, we are recognised as a leading provider of general and specialised building materials, timber, and hardware. Our clientele spans the construction trade, the DIY community, and the general public, ensuring that our offerings cater to a diverse array of needs.

Our recent acquisition of Brooks Group in August 2021 marks a significant milestone, expanding our footprint to encompass a total of 25 strategic locations across Northern Ireland and the Republic of Ireland. This union propels us to the forefront as the second-largest builder's merchandising group on the island of Ireland.

At Murdock Builders Merchants, we hold dear the relationships we forge with both customers and employees alike. Our ethos revolves around delivering unparalleled customer experiences, underpinned by the expertise and professionalism of our well-trained staff. As a business, we are committed to the development of our colleagues to enable us to resource new and existing roles required to meet the ongoing needs of a dynamic organisation. It's not just business for us; it's a commitment to excellence in every interaction.

## **Haulage Co-ordinator - Ballymount**

We wish to recruit a Haulage Co-ordinator to join our Ballymount Branch to plan and control delivery schedules of products to our customers at the agreed time. This is an excellent opportunity for the right candidate to develop their skills and experience within our industry. You will play a vital role in our continued success, providing excellent customer service.

### **This role will include:**

- Managing the day to day running of haulage in the branch
- Coordinating and scheduling multi drop deliveries for the four lorries in the branch
- Meet our customer requirements for the safe and efficient transport of their goods according to operating procedures and statutory requirements
- To manage the receipt of goods from suppliers, ensuring that goods are checked
- Completion of all required documentation/administration procedures
- Downloading Digital Tachographs for drivers
- Experience of working in a fast-paced environment

### **Criteria**

- Previous relevant experience of working in a transport/logistics/warehousing operation
- Excellent Planning and Organisational Skills and be able to think logically

- Experience of working under pressure in a customer facing environment to give a high standard of customer service, resolving any issues as required
- Excellent Communication skills both verbal and written
- Must be IT literate and demonstrate knowledge of Microsoft Office
- Working knowledge of Digital Tachographs and transport legislation
- Good geographical knowledge of area
- Good general knowledge of building/timber materials or willingness to learn

#### **Benefits**

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

**Closing date: Friday 3rd January 2025**

**To apply please:**

**Email CV to: [JBeck@mbm.ie](mailto:JBeck@mbm.ie)**

**Download application form from: [www.murdockbuildersmerchants.com](http://www.murdockbuildersmerchants.com)**