



MURRAYS MEDICAL EQUIPMENT LIMITED



#JOB-2406712



Block C, Airton Business Park, Airton Road,
Tallaght, Dublin 24, D24 DY09



No of positions : 1



Paid Position



37.5 hours per week



26500.00 Euro Annually



12/08/2025



09/09/2025

How to apply

Application Method :

Not available



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Sales and Customer Service Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Murray's Medical Equipment, in business since 1976, are Ireland's leading supplier of equipment solutions for the HSE, Private Medical sector and to members of the public. We provide a wide and diverse range of medical equipment with emphasis on mobility products.

We are recruiting an internally based customer service and sales person to serve our customers.

The role requires a well presented and polished individual with the ability to organise their work efficiently and effectively, and with a strong focus on customer service.

Responsibilities

Engage in training in order to understand our product range, and communicate the benefits to our customers.

Process sales and enquiries for our Health Sector customers.

Advise customers on our product range and refer customers to our sales team for more specialised requirements.

Process orders received on our website.

Respond to enquiries and process orders for our mail order customers.

Assist with the Purchasing function - place orders and follow up with our suppliers

Assist with the administration and day to day tasks of the customer service and administration team as required.

Skills;

Communication and customer facing skills are essential. Experience in retail or office based customer service is highly desirable.

Proficiency in the use of computers, and commonly used software packages is necessary. Training will be provided in the operation of our SAP Business One sales system, however experience in the use of SAP or similar systems will be an advantage.

Experience of using Office 365 including Sharepoint, OneDrive and Teams will be a distinct advantage.

Numeracy, and the ability to communicate clearly and professionally in writing are essential.

The role will involve a considerable amount of communication via telephone. A professional and

courteous telephone manner is essential.

The successful candidate will be required to deal face to face with customers in our showroom.

A neat and tidy personal appearance is required.

The role will be based in our head office on the Airton Road in Tallaght, and working hours are from 9am to 5pm, Monday to Friday.

Reference ID: TN120825

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Computer Literacy, Customer Service
- **Competency Skills:** Problem Solving, Teamwork, Time Management