

The Irish Exporters Association (IEA) is seeking a proactive and commercially focused **Business Development Executive** to support our mission of representing and supporting Irish exporters. This role centres on strengthening engagement with existing members and key stakeholders, identifying new business opportunities, driving membership growth, developing strategic partnerships.

It is an exciting opportunity for a motivated and relationship-driven professional with strong communication and organisational skills, who is passionate about promoting trade, delivering value to members, and contributing to the growth and visibility of Ireland's export sector.

Responsibilities:

- Drive the net growth in sales, with particular emphasis on member retention, cross-selling and up-selling of IEA services & products to existing members and customers.
- Through the development of your own pipeline and inbound leads, identify existing companies to proactively build relationships with and consolidate those relationships through regular meetings to cross-sell and upsell across all income lines.
- Contribute to the growth of and maintain the IEA's Membership portfolio and Membership service offering targeting new customers.
- Provide first-line Support for Member Inquiries, Trade Issues and Resource Facilitation.
- Contribute to the growth of and maintain the IEA's Training portfolio with particular focus on the GDP Passport programme, the Certificate in International Trade and Short Customs Courses. Organise and schedule courses, co-ordinate with Trainers and manage all associated admin.
 - Book customers onto courses, ensure invoices are promptly raised, issued and manage relevant credit control process.
 - Administration and hosting courses, liaise with trainers and customers.
 - Identify leads, follow sales process to cross-sell, and upsell.
- Cover and support Consular Executive if required in line with the business needs.

Competencies:

- Extensive experience in B2B sales and/or consultative sales and managing key accounts.
- A proven track record in meeting and exceeding sales targets, closing, and retaining customers, upselling and cross-selling.
- Comfortable working with a team and owning tasks from start to finish.
- Experience in using CRM systems to track engagement and opportunities.
- Flexible approach with ability to work on own initiative with strong focus on delivery and quality.
- A minimum of 2 years working in a busy sales environment.
- Problem solving & strong attention to detail required.
- Strong planning and organising skills.
- Must be fluent in written and spoken English.

What you will get in return:

- Salary
- Flexible working
- Employee Assistance Program
- Company phone & laptop

Package:

- €38,000 - €42,000
- 23 days annual leave
- Flexible working arranges

Benefits:

- Bike to work.
- Employee Assistance Programme.
- Flexibility to work from home part of the working week.

To apply:

Send a cover letter and CV to: vickicaplin@irishexporters.ie / barbarawalsh@irishexporters.ie by Friday **13th March 2026**.

This is a full time, permanent position. The Irish Exporters Association is an equal opportunities employer.