

## **Sales – Member Services (Specified Purpose Contract)**

**Expected commencement date August 2026 to approximate end date TBC**

### **Position Summary**

The Sales – Member Services position will play a key role in supporting the growth and retention of the Association’s membership base and commercial services. The successful candidate will focus on identifying and securing new member companies, developing relationships with these companies across a range of sectors as well as selling our suite of Services to existing members.

This position is a specified purpose contract to cover Maternity Leave.

### **Key Responsibilities**

- **Drive Sales & Targets:** Build and manage a sales pipeline to achieve agreed membership and revenue targets by selling our advisory and consular services, training, and events.
- **Track & Report:** Maintain accurate CRM records and provide regular reports on sales activity, pipeline progress, and engagement.
- **Collaborate & Stay Informed:** Partner with internal teams to ensure excellent service delivery while staying updated on relevant market trends, policy updates, and regulations.
- **Member Engagement:** Conduct regular meetings to understand import/export challenges and cross-sell or upsell relevant solutions.
- **Relationship Building:** Establish strong connections with senior industry decision-makers and key stakeholders to boost retention.
- **Internal Collaboration:** Partner with internal teams to guarantee high-quality service delivery and seamless member engagement.
- **Market Awareness:** Monitor global trade regulations, policy changes, and market trends to provide informed client support.

### **What we are looking for**

- **Sales Experience:** Proven track record in B2B sales, business development, account management, or membership development.
- **Relationship Skills:** Exceptional communication skills to confidently engage and build trust with senior industry decision-makers.
- **Commercial Mindset:** Results-driven and client-centred professional who works independently and manages priorities effectively.
- **Industry Knowledge:** Understanding of international trade, export services, logistics, or membership organisations is highly desirable.
- **Tech & Communication:** Excellent written and spoken English, with proficiency in Microsoft Office and CRM systems.
- **Mobility & Travel:** Full clean driver’s licence, own vehicle, and willingness to travel regularly throughout Ireland.

### **Terms of Employment**

- Full-time position.
- Specified purpose contract to cover Maternity Leave.
- The role will require a flexible approach to working and may involve occasional work outside normal office hours.

### **What you will get in return**

- Competitive salary with an attractive performance-based commission structure
- Travel and mileage allowance.
- Opportunities for continuous learning through IEA courses.
- Be part of an organisation that plays an active part in supporting and shaping the Irish economy.
- Flexible working arrangements.
- Employee Assistance Programme.
- Company phone and laptop.

The Irish Exporters Association is an equal opportunities employer.

### **To apply:**

Please send your CV and cover letter to: [vickicaplin@irishexporters.ie](mailto:vickicaplin@irishexporters.ie).

Applications will be treated in the strictest confidence.

### **About the Irish Exporters Association**

The Irish Exporters Association (IEA) is the highly progressive and influential independent representative body for Irish Exporters and internationally trading companies. We represent, advocate, educate and assist our members to secure opportunities and overcome challenges nationally and internationally. We provide a seamless set of essential services and play a vital role in guiding members through their export journey. Joining the Irish Exporters Association (IEA) presents a unique opportunity to work with a highly influential body representing a vital sector of the Irish economy.