



Position Overview

Errigal has an opening for a Sales Administrator (Hybrid) based at our office in Waterford.

Role Summary

Your role will be to assist in the effective and efficient running of the sales administration function within Errigal. There will be crossover with our office/customer sites in North America and Europe.

Key Responsibilities

- Contacting and responding to potential customers.
- Executing our email campaign.
- Working with internal and external people to coordinate marketing efforts.
- Tracking and updating our annual marketing plan.
- Tracking sales efforts in excel and host weekly meetings with management.
- Getting out quotes and marketing materials to customers.
- Eventually giving our marketing presentation to prospective customers.
- Creating and updating marketing material.
- Miscellaneous other admin duties.

Required

- Have a minimum of 2-3 years' experience in a similar role.
- You have a degree in a related field.
- You can demonstrate a strong level of initiative.
- You have practical troubleshooting and problem-solving skills.
- You have the flexibility and ability to prioritise workload.
- You have strong time management skills.
- You have excellent oral and written communication.
- Excellent attention to detail.
- Good working knowledge of Microsoft Word, Excel and PowerPoint.
- Knowledge of Word Press is an advantage.

The Company

Errigal has specialised in telecoms software for twenty years. At Errigal, we reward ambitious, passionate individuals with a work environment that fosters diversity, teamwork and collaboration. We encourage innovative ideas and fresh thinking. We believe in investing in our people. We offer a competitive salary, generous health insurance and pension scheme and provide generous support for further education and training.

Think you've got what it takes to join our team? We'd love to hear from you. Please send your CV in PDF format to Careers@errigal.com including "Sales Administrator" in the subject line.