

## **Business Development Executive**

Printellect is one of Ireland's leading print service companies, with roots in the industry dating back to 1929. We have a large and diverse client base in the public, private and third sectors, and our longevity has been borne out of continual innovation in response to customer needs, and to the opportunities presented through technology.

Printellect is part of The Pierce Partnership, a collective of brand, digital and print service specialists with over 30 staff, and we are now seeking an ambitious individual to fill the position of Business Development Executive.

### **ROLE PURPOSE**

The purpose of this role is to help us further support the print and customer communications requirements of new and existing clients; a service we already manage for a wide range of clients across Ireland. A significant proportion of the role will be to provide marketing and business development support to reach and engage with clients.

Reporting to the Managing Director

If you are interested in this role, please get in touch by sending a CV with a cover letter to

[recruitment@thepiercepartnership.com](mailto:recruitment@thepiercepartnership.com).

**Closing Date**                      Friday 27th October @ 4.00pm

On receipt of your CV, you will then be forwarded a separate monitoring form as part of the process.

No late CVs or CVs without a completed monitoring form will be accepted.

We are an Equal Opportunity Employer.

**Job Description and Personnel Specification overleaf.**

## Job Description – Business Development Executive

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<b>Job Title</b>	Business Development Executive
<b>Reporting to</b>	Managing Director
<b>Job Reference</b>	PPE/BDE/1017
<b>Closing Date</b>	Friday 27th October @ 4.00pm
<b>Salary</b>	Negotiable, depending on experience

### ROLE DESCRIPTION

- Identify business opportunities with current and prospective customers
- Proactively develop business opportunities by telephone, email, mail and through personal visits
- Arrange and steer meetings with potential clients in line with a predetermined agenda/objective
- Recommend solutions to problems faced by clients
- Formulate business proposals responding to customer needs
- Attend trade exhibitions, conferences, seminars and networking events
- Recommend new opportunities and improvements in relation to existing accounts
- Work with the delivery team to achieve the desired results for clients
- Maintain relationships with existing accounts
- Develop relationships with prospects
- Build meaningful relationships both within the company and with external influencers
- Keep updated with competitor offerings and wider “industry” developments
- Regular travel throughout Northern Ireland and occasionally to ROI and GB
- Input to strategy identifying new potential target markets and business opportunities

### OTHER INFORMATION

- The Business Development Executive will work closely with the experienced team already in place to coordinate innovative solutions for clients that best meet their needs.
- The position will be based at the company’s offices in Belfast, Northern Ireland, with occasional travel within the UK & Ireland.

### WE ALSO PROVIDE

- A competitive salary
- 30 paid holidays rising to 33 after 3 years (including statutory holidays)
- Contributory pension scheme incl. life insurance
- Healthcare scheme
- Training and development opportunities with 10% of your time focused on continued personal development
- Company-sponsored nights out
- Employers for childcare vouchers
- Cycle to work scheme

## Personnel Specification – Business Development Executive

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	Business studies, commercial or marketing qualification	Degree in business or marketing
<b>Experience</b>	2+ years in a solution/consultative sales or sales support role	Marketing related experience
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Excellent commercial awareness</li> <li>• Excellent grammar and telephone manner</li> <li>• Excellent MS Office skills</li> <li>• Builds relationships quickly</li> <li>• A well-organised approach</li> <li>• Prioritises naturally</li> <li>• Ability to work to tight deadlines</li> <li>• Quick learner</li> <li>• Good negotiator</li> <li>• Excellent written, verbal and interpersonal communication</li> </ul>	
<b>General Attributes</b>	<ul style="list-style-type: none"> <li>• Proactive, enthusiastic with a focus on helping others</li> <li>• Perseverance and patience</li> <li>• High degree of self-motivation and ambition</li> <li>• Articulate and confident</li> <li>• Committed to high quality service delivery</li> <li>• A tireless and flexible “can-do” approach</li> <li>• Pragmatic problem solver</li> <li>• Attention to detail</li> <li>• Supportive, collaborative and encouraging</li> <li>• Open, honest and trustworthy</li> <li>• Willing to learn, lead and inspire</li> </ul>	
<b>Other</b>	<p>Full current driving licence and access to own car</p> <p>(This criterion will be waived where individual disability prohibits and/or where the candidate can demonstrate the effectiveness of alternative transport arrangements)</p>	