

## Job Title – Internal Sales and Marketing Executive.

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### Job Description

Global Security Devices (GSD) based in Dublin designs and manufactures both wired and wireless security products for the Irish and European markets, has an opportunity for an internal sales and marketing executive based in the company's head office in Ballymount, Dublin22.

The successful candidate will work as part of a small sales and marketing team to assist in growing the company's market share in EMEA, will have excellent communication and rapport building skills and be self-motivated with a driven attitude.

### Duties:

- To assist the business developers in diary planning, CRM update and post meeting actions with a common goal to increase sales.
- To assist in the design and updating of company sales/marketing and communication materials across the EMEA region e.g. market and technology sheets, newsletters, market reports, invites, brochures, etc.
- To assist in the coordination of exhibition and trade show support as required by business developers/marketers/sales e.g. development of concept sheets, coordination of marketing collateral and stand delivery.
- To assist with Company Internal Communications e.g. newsletters, e-shots.
- To develop and maintain the online Image Library.
- To gather regular content updates for the company from business developers, distributors, and installers e.g. press releases, events, market reports, updating market and technology sheets.
- Coordinate the procurement of corporate gifts and circulate monthly order reports to the business developers and distributors.
- To assist with ad hoc market research requests (trends, sizes, customers, competitors, ingredient technologies) across the region.
- Ad-hoc preparation of presentations for business developers, General administration e.g. generation of quotations, updating CRM system, purchase orders and invoice logging, answering general queries and requests for information.

### Requirements:

- Business/Marketing Degree
- 1 years previous experience in communications
- 1 years inside selling experience in electronic products B2B sales
- Working knowledge of Adobe Photoshop and Indesign software for PC
- Experience in using PowerPoint and Microsoft Windows applications Knowledge of website design, content management systems/processes and administration.
- Ability to interpret creative briefs to design and develop high quality sales support materials.
- Adaptable and flexible with the ability to adjust to changing demands and circumstances and to deliver high quality work under pressure from brief to execution/completion.

GSD is an equal opportunity employer.

Please forward you're CV by email to: [hr@globalsecurity.ie](mailto:hr@globalsecurity.ie) with the job title as the subject.