



Executive Assistant & Sales Support Specialist

Limerick, Ireland

About Us

RAYN Safety Security is one of the most reputable and trusted independently owned security companies in Irelands Midwest. We are a leading provider of fire maintenance and suppression systems, intruder detection, CCTV, access control and integrated security solutions for commercial and residential clients.

The Position

We are seeking an experienced dynamic Executive Assistant & Sales Support Specialist on full-time basis. This role will provide comprehensive administrative support to the CEO while also playing a crucial role in supporting our sales efforts and maintaining positive relationships with current customers. The ideal candidate will possess exceptional organizational skills, strong communication abilities, and a proactive approach to managing multiple responsibilities effectively. Industry related training will be provided by the company to ensure that the candidate is familiar with all aspects of the company.

Key Responsibilities

- 1. Calendar Management:** Efficiently manage complex calendars for the CEO, including scheduling meetings, appointments, and sales-related activities.
- 2. Communication:** Serve as a primary point of contact for internal and external communication, including screening and directing phone calls, emails, and inquiries related to sales and customer relations.
- 3. Sales Support:** Assist with sales-related tasks such as visiting sites, preparing proposals, contracts, and presentations. Coordinate sales meetings and follow up with potential clients to ensure a seamless sales process.
- 4. Customer Relations:** Maintain positive relationships with current customers by providing exceptional customer service and addressing any inquiries or concerns in a timely manner.



5. **Tender Applications:** Prepare and submit tender applications in accordance with project requirements and deadlines. Coordinate with internal teams to gather necessary information and documentation for tender submissions.
6. **Meeting Coordination:** Prepare agendas, materials, and presentations for meetings, both internal and external. Attend meetings, take minutes, and follow up on action items related to sales and customer relations.
7. **Travel Arrangements:** Coordinate travel logistics for the CEO and the team, including booking flights, accommodations, and transportation for sales-related events and meetings.
8. **Administrative Support:** Provide general administrative support such as drafting correspondence, managing filing systems, and processing expense reports for sales-related activities.
9. **Project Assistance:** Assist with special sales projects and initiatives as assigned by the CEO, including research, data analysis, and coordination with other team members.
10. **Confidentiality:** Handle sensitive sales and customer information with the utmost discretion and always maintain confidentiality.
11. **Problem Solving:** Anticipate challenges in sales and customer relations and proactively address issues to ensure customer satisfaction and support the achievement of sales targets.
12. **Ad Hoc Support:** Provide additional support and assistance to executives and the sales team as needed, demonstrating flexibility and adaptability in a fast-paced environment.

Qualifications, Skills & Requirements

- Bachelor's degree preferred.
- Proven experience as an executive assistant or similar role supporting senior-level executives, with exposure to sales support, customer relations, and preferably also tender applications.
- Strong organizational and time management skills, with the ability to prioritize tasks effectively.
- Highly motivated with proven ability to drive projects to a successful and timely conclusion.



- Excellent written and verbal communication skills, with a customer-centric approach.
- Proficiency in Microsoft Office Suite and other relevant software.
- Discretion and confidentiality in handling sensitive sales and customer information.
- Strong problem-solving abilities and attention to detail.
- Ability to work independently and collaboratively in a dynamic team environment.
- Fluent English, both written and spoken.

Benefits

- Competitive salary.
- Professional development opportunities.
- On-site parking.

Company Culture

We value collaboration, innovation, and integrity in everything we do. As part of our team, you will have the opportunity to make a meaningful impact and contribute to our continued success.

Application Details

Please submit your [resume](#) and a [cover letter](#) to monika@rayn.ie.

Applicants who provide specific examples in their cover letter demonstrating why they are a suitable candidate for the role will be given preference during the selection process. We encourage you to highlight relevant experiences, skills, and accomplishments that align with the responsibilities outlined in the job description. This will help us better understand your qualifications and potential contribution to our team. We appreciate your attention to detail and look forward to reviewing your application.

RAYN Safety Security is an equal opportunity employer, and all applications will be treated in strict confidence.