Repak Limited

Red Cow Interchange Estate,

1 Ballymount Road, Clondalkin, Dublin 22, D22 HW67

Ireland

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[www.repak.ie](http://www.repak.ie/)

**Membership Recruitment Executive**

**Reporting to the Team Leader, the ideal candidate should have a minimum of three years’ experience in the area of Direct Sales B2B and a relevant degree would be a distinct advantage.**

**Responsibilities: -**

* Responsible for growing our Membership base through our onboarding process.
* Provide value-added services to current members.
* Work as part of the team to deliver results and complete new registrations.
* To increase membership penetration in a number of different industry sectors.
* Deliver training presentations to new and existing members.
* Maintain CRM database and arrange mailshots to potential members.
* Work with other members of the Recruitment team on specific initiatives as required.
* Support and participate in recruitment campaigns as part of a team by pro-actively identifying new potential members using existing intelligence, insights on trade sectors and online research and contact and/or visit potential members
* Attend and represent Repak at conferences, trade meetings and social functions.

**Other Duties:**

* Management of email queries for new and current members
* Processing applications for new members
* Account Management – regular visits, updating members with new regulations
* Following up with new members on outstanding payments & reporting.
* Assisting with queries around packaging and recycling.
* Liaising and assisting Marketing Department with targeted recruitment marketing plans

**Person Specification**

* Minimum of 3 years’ experience in Direct Sales B2B.
* Strong numerical and analytical skills.
* Relevant Degree distinct advantage.
* Excellent Customer Service & Communication skills.
* Personal resilience, with the ability to self-motivate.
* Excellent planning and organisational skills.
* Experience using CRM and Microsoft Office and Power Apps.
* Experience with EU Regulations an advantage.

Competitive remuneration package is on offer commensurate with qualifications and experience.

Closing Date for Applications is Tuesday 28th February 2023.

Web: [www.repak.ie](https://www.repak.ie/)

Repak Ltd. is an equal opportunities employer

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**Directors:** Tom Shipsey *Chairman*, Séamus Clancy *Chief Executive Officer*, Edel Clancy, William Hanley, Joseph Manning, Eoin Mc Donagh, Teresa McColgan, Maire Mellerick, Robert Ryan.

**Registered in Ireland No.** 242159. **VAT No.** 8242159K.

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