



**Business Centre Sales Co-ordinator required for  
Premier Business Centre, Dublin 2**

**6 Months Maternity Cover commencing March 2012**

**Premier Business Centres** is one of Ireland's leading providers of professional Serviced Office Space, Virtual Offices and Meeting Rooms. Our Business Centres are located in Sandyford, Citywest and Dublin City Centre.

**The successful candidate** will have the ability to maintain professional relationships with current clients and build relationships with potential / new clients through paying sharp attention to their needs and providing quality service. They will ideally have some sales experience & proven record of closing sales. Website / SEO / Social Media experience an advantage.

They will be required to consistently achieve product and service delivery standards and ensure a high degree of client care.

It is essential that candidates have the ability to communicate in English (verbal & written) and have previous experience within a customer service / administration role.

**Full training will be provided for the successful candidate.**

**Duties included in the role:**

- Use of office packages and systems including word, excel, outlook & salesforce
- Answering the Virtual Office switchboard and direct calls accordingly
- Targeted virtual office sales for Dublin / UK & eventually Belgium
- Website updating & Search Engine Optimisation
- Social Media Management & design / distribution of quarterly client e-zine (Businet)
- Provide support to the sales team by liaising with sales manager
- Completion of weekly / monthly virtual sales report & monthly forecasting

The job location will be based at our company offices in Dublin 2 and usual hours of work will be from 9am – 5.30pm, Monday to Friday.

To find out more about the role, or to apply, please contact us in complete confidence.  
Thank you for your time.