



Company Details Confidential



#JOB-2416778



Unit 5, Renmore Business Park, Wicklow, A63
X859



No of positions : 1



Paid Position



37.5 hours per week



Dependent On Experience



16/10/2025



13/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://sispitches.peoplehr.net/Pages/JobBoard/Opening.v=394bd2b3-211a-41f0-89cd-31094f5d8fb4>



Open your camera
app & point here
to view this ad
online



Sales Executive & Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Job Opportunity: Sales Executive & Administrator

Location: Office-based, Kilcoole or Northern Ireland

Are you an organised and detail-oriented Sales professional looking to make an impact in the world of sports infrastructure? Join SIS Pitches Ireland branch, a global leader in sports surfaces construction and installation.

At SIS Pitches, we're on a mission to power more play! With offices in the UK, Ireland, Turkey, the Netherlands, and Dubai, we support grassroots sports, education, commercial venues, and professional sports clubs. We pride ourselves on our innovative approach, exceptional customer service, and dedication to excellence.

The Role

As a Sales Executive & Administrator, you will focus on developing new business opportunities, managing new and existing client relationships, and ensuring the sales process runs smoothly from beginning to end. In addition, the successful candidate will assist with sales administration to ensure accurate records to support the wider business objectives.

Key Responsibilities

- Engaging a wide range of clients including but not limited to schools, sports clubs and contractors.
- Visiting new and existing clients to promote SIS Pitches artificial turf solutions and effectively managing these relationships.
- Prepare proposals and process all relevant sales documentation.
- Handle customer enquiries and coordinate with internal teams for efficient delivery of projects.

What We're Looking For

Previous sales and administrative experience is advantageous.

Strong communication skills.

Attention to detail and ability to multitask.

A proactive approach and willingness to support teams across various projects.

A degree in a Sports Science or Construction discipline is preferential. However, this is not essential. Individuals with relevant industry knowledge or a passion for sports and facility development are encouraged to apply.

Why Join Us?

Be part of a global company that transforms sports venues.

Work on exciting projects that impact professional and grassroots sports.

Opportunities for career growth and development.

A supportive and dynamic work environment.

Benefits

Company sick pay

Compassionate leave & dependency leave

Death in service cover

If you're ready to take your career to the next level and contribute to world-class sports infrastructure, apply today!

SIS PITCHES is an equal opportunity employer. All candidates from our diverse community are welcome and will be considered based on their skills, knowledge and experience suitable for the role.

- This vacancy is suitable for Remote/Blended working
- **Sector:** construction

Career Level

- Entry Level