



CIRCLE K IRELAND LIMITED



#JOB-2440719



Circle K Support Office, Clonskeagh, Dublin 4,



No of positions : 1



Paid Position



40 hours per week



Competitive



07/04/2026



05/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

URL :

<https://workwithus.circlek.com/global/en/ireland-search-results>



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



## Sales Support Specialist - Circle K

### 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

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Circle K Ireland is currently recruiting a commercially minded and analytical Sales Support Specialist to join the Circle K Fuel Card Sales team. This role is central to supporting the fuel card and wider BMS operation, providing insights, and ensuring a seamless customer and sales experience.

Working closely with the Fuel Card Sales teams, the Sales Support Specialist will support the full sales lifecycle, from tenders and pricing to reporting and customer onboarding, helping drive efficiency and commercial performance.

This is a full time, permanent role based 5 days per week in Circle K Support Office, Clonskeagh, Dublin 4.

#### Key Responsibilities

Provide operational and administrative support to the Commercial Sales team to enable business growth.

Support tenders, RFIs, pricing models, and commercial proposals.

Produce sales reporting and data insights using tools such as Excel and Power BI.

Coordinate customer onboarding and account setup, including international customers.

Manage pricing updates, rebates, and financial administration processes.

Support customer queries and maintain strong service standards.

Contribute to projects and process improvements that enhance sales operations.

#### Skills & Experience

Experience in sales support, commercial operations, or data analysis.

Strong Excel and analytical skills; Power BI and SQL experience is an advantage.

Experience with CRM systems such as Salesforce desirable.

Highly organised with strong attention to detail and problem-solving skills.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

#### **Career Level**

- Experienced [Non-Managerial]