PORT OF CORK COMPANY

Business Development Executive

Location: Port of Cork Company

Employment Type: Permanent

About Us

The Port of Cork Company is a key strategic national asset and one of Ireland's major ports. We are committed to delivering a modern, efficient, safe, and sustainable port, guided by our values of Pride, Integrity, Openness, Teamwork and Excellence.

We are an equal opportunities employer and are committed to providing an inclusive and accessible recruitment process for all applicants.

The Port of Cork Company is committed to providing an inclusive and diverse workplace where everyone is treated with dignity and respect. Appointments are made in accordance with the concepts of merit, fairness, transparency and equal opportunity.

Our recruitment and selection processes are designed to be fair, consistent, accessible, transparent and free from unlawful discrimination or bias. Reasonable accommodation will be provided to candidates with disabilities throughout the recruitment and selection process, where required. Candidates who require accommodation or support may contact the HR Department of the Port. Information provided for this purpose will be treated confidentially and used only to facilitate appropriate arrangements.

The Role

The Port of Cork Company is seeking to recruit a Business Development Executive to join the Commercial Department. Reporting to the Commercial Manager, the successful candidate will support delivery of PoCC's approved commercial plan by identifying, researching and progressing assigned business-development opportunities and customer activities. The role will maintain customer and prospective-customer relationships, accurate CRM and pipeline information, and prepare proposals, presentations, market intelligence and business-case inputs within agreed priorities and delegated parameters.

Key Responsibilities

The principal responsibilities of the role include:

- Identify, research, qualify and progress assigned prospective customers, markets, cargoes and commercial opportunities through the agreed commercial process.

- Maintain regular contact with assigned customers and prospects, coordinate routine customer matters internally and escalate material issues to the Commercial Manager.
- Maintain accurate CRM, customer and opportunity-pipeline records, monitor agreed actions and provide regular activity and KPI updates.
- Prepare draft proposals, presentations, market research on shipping sector trends and business-case proposals for management review and approval.
- Participate in customer meetings, approved industry events and commercial discussions within an agreed mandate, without authority to approve terms or bind PoCC.
- Comply with PoCC processes, delegated authority, approval requirements and applicable health and safety requirements when undertaking customer visits, travel and event activity.
- Undertaking other duties appropriate to the role that may be assigned from time to time.

This list is not exhaustive and may be reviewed in line with the operational requirements of the Port of Cork Company, having regard to the nature and level of the role.

Qualifications, Experience and Requirements

Essential Requirements

Candidates must have:

- Relevant degree, qualification or equivalent relevant experience in business, commerce, logistics, maritime studies or a related discipline.
- 5 years relevant experience in business development, commercial support, sales, logistics, maritime, infrastructure or a related environment.
- Good customer and stakeholder relationship skills.
- Ability to undertake market research and examine commercial information.
- Ability to prepare professional reports, presentations and proposals.
- Proficency in Microsoft Office 365 applications and ability to maintain accurate CRM and commercial records.
- Ability to manage multiple assigned activities and deadlines and to travel nationally and internationally as required.

Desirable Requirements

The following would be advantageous:

- Experience in ports, shipping, logistics or offshore renewable energy.
- Knowledge of LoLo shipping or logistics markets.
- Experience with CRM systems and supporting tenders or commercial proposals.
- Market-research or business-analysis experience and familiarity with relevant maritime, logistics or renewable-energy sectors.

Applications will be assessed against the qualifications, experience, skills, competencies and requirements specified for the role.

Skills and Competencies

- Effective communication and interpersonal skills
- The ability to work on your own and collaboratively
- Strong organisational and time-management skills
- Sound judgement and a solutions-focused approach
- A commitment to safety, quality and continuous improvement
- Integrity, professionalism and accountability
- Commercial awareness and a customer-focused approach, with the ability to work within defined priorities and parameters.
- Ability to produce accurate commercial information, use sound judgement and escalate matters appropriately.

Why Join Us?

This is an opportunity to play a key role in a progressive, inclusive and values-led organisation. The successful candidate will become part of a collaborative Commercial Department focused on supporting customer relationships, progressing assigned commercial opportunities and contributing to the Port's approved commercial plan, while supporting the Port's ongoing transformation and strategic ambitions.

Salary and Employee Benefits

- Competitive Salary
- Defined Contribution Pension Scheme, subject to the applicable scheme rules and eligibility requirements
- 25 days' annual leave per annum, together with up to three Board Holidays each year
- Sick Pay Scheme

- Annual Flu Vaccination Programme
- Biennial Health Screening Programme
- Cycle to Work Scheme
- Health Insurance

Benefits are subject to the applicable terms, conditions, scheme rules and eligibility requirements.

Selection Process

Applications will be assessed against the qualifications, experience, skills and competencies required for the role. Shortlisting may apply based on objective, role-related criteria, applied fairly and consistently.

The selection process may include a competency-based interview and/or other appropriate assessment methods relevant to the role. Shortlisted candidates will be advised of the selection process in advance.

The Port of Cork Company is committed to a fair and equal recruitment process.

Pre-Employment Requirements

Any offer of employment will be subject to satisfactory completion of relevant pre-employment checks, which may include verification of identity and right to work, qualifications, references, employment history, occupational health assessment and any other role-specific requirements. Only checks relevant and appropriate to the position will be undertaken.

How to Apply

Please submit an up-to-date CV and cover letter outlining your suitability for the role via Irish Jobs Portal Business Development Executive in Cork, County Cork | Port of Cork by Noon on Friday 6th November 2026. Late applications may not be considered.

Accessibility & Reasonable Accommodation

We are committed to an accessible recruitment process. If you require reasonable accommodation or support at any stage, please contact HR at hr@portofcork.ie or 021 427 3125. Requests will be treated confidentially.

Data Protection

Applicant personal data will be processed in accordance with applicable data protection legislation and the Company's Recruitment Privacy Notice.

Candidate Panel

A panel of suitable candidates may be established to fill similar future vacancies. Candidates will be advised of the relevant arrangements.

Canvassing

Improper canvassing or attempts to influence the selection process may result in disqualification.

THE PORT OF CORK COMPANY IS AN EQUAL OPPORTUNITIES EMPLOYER