



### **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Sales Support Executive</b>
<b>Reporting To:</b>	National Account Manager – Foodservice & Export
<b>General Role:</b>	Providing Support to the Sales function in a predominantly administrative capacity with a focus on maintaining existing accounts and developing new accounts. This role provides a platform for career growth within the organisation.
<b>Deputised by:</b>	Marketing Team

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#### **Main Responsibilities:**

- Provide support to the Sales Managers in the day to day managing and developing of certain key accounts
- Ensure the accurate and timely completion of customer administration (e.g. promotional proposals, new line forms, Export certificates etc.)
- Regularly review the promotional account calendar, prompting Sales Managers to update as and when required.
- Regularly review and update customer price files in line with any changes, producing and distributing regular price lists for all customers
- Arrange for POS/sales information to be communicated and distributed to the Field Sales Team.
- Establish a procedure for communicating NPD roll out to relevant staff e.g. Commercial aspects, POS, Product Images, Launch dates etc.
- Liaise with the Marketing Team to develop appropriate Marketing materials for new product launches and promotional activity/opportunities
- Purchase stand/dump bins and maintain an inventory of same.
- Arrange samples and co-ordinate delivery to customers
- Attend customer meetings as and when required by Sales Managers
- Assist with presentation preparation for key customer meetings as required by Sales Managers

- Follow up and respond to account queries on a timely basis.
- Provide support to relevant Sales Managers on customer tenders and bid submissions
- Prepare and provide sales reports as required
- Monitor and feedback to Sales Managers on competitor activity in the trade
- Attend internal meetings as required by Sales Managers
- Attend and assist at Trade and Consumer exhibitions as required including assisting with both stand set up and take down and customer follow up afterwards.
- Maintain excellent levels of Customer Service, ensuring regular communication with internal and external contacts.
- Identify and implement improvements and efficiencies to existing processes
- Any other duties as required to fulfil Company needs.

### **PERSONNEL SPECIFICATION**

**Job Title:** Sales Support Executive

*Updated June 2017 v1*

**Reporting to:** National Account Manager – Foodservice & Export

Applicants must be able to demonstrate how they meet the following essential criteria on their tailored CV and at interview:

<b>Criteria:</b>	<b>Essential:</b>	<b>Desirable:</b>
<i>Qualifications:</i>	3 A Levels (or equivalent)	Degree in a Business Discipline
<i>Experience:</i>	1+ years' experience of working in a Sales environment  Proven ability to multi-task within a fast-moving environment	Experience gained within a Sales Administration Department in the FMCG industry  1+ years' Field Sales experience
<i>Skills &amp; Competencies:</i>	Excellent interpersonal and communication skills with the ability to negotiate & influence at all levels, providing a dynamic successful customer orientated approach  Highly computer literate with advanced level knowledge of Microsoft Office.  Possess excellent organisational, problem solving, prioritising, presentation and planning skills  Meticulous attention to detail  Proven ability to work effectively both independently and as part of a Team  Proactive, results-orientated & self-motivated	
<i>Flexibility:</i>	Flexible approach towards working hours  Ability to undertake travel as and when required  Hold a full driving license	