

Clearly Drinks	Position Description	Nº ISO	
		Edition	01
	Junior National Account Manager	Date	Jul 25
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Overview

Position title: Junior National Account Manager
 Department: Commercial
 Position title Manager: Head of Sales
 Position title direct reports: Zero
 Location: Sunderland

Description Summary

Support the growth and development of national retail and wholesale accounts. Work closely with Senior National Account Managers and internal stakeholders to help manage customer relationships, contribute to sales planning, and ensure effective execution of joint business plans. This is a key development role for someone seeking to build a career in national account management.

Responsibilities

- Support the day-to-day management of key national accounts
- Assist in the development and execution of account-specific plans to drive sales, distribution, and profitability
- Monitor and report on sales performance, stock levels, forecasts, and promotional effectiveness
- Collaborate with internal departments including supply chain, finance, and marketing to ensure smooth delivery of customer initiatives
- Help prepare and attend customer meetings; take ownership of meeting notes, actions, and presentation materials
- Support administrative tasks including promotional planning, pricing updates, and system maintenance
- Monitor competitor activity and market trends to support account strategy
- Build positive relationships with customer contacts and act as a key point of contact where appropriate

Knowledge, Skills & Experience

- Strong interpersonal and communication skills
- High attention to detail and good organisational abilities
- Proficiency in Microsoft Office, particularly Excel and PowerPoint
- Analytical mindset with basic understanding of commercial metrics
- A proactive approach with a willingness to learn and grow
- Previous work experience or internship in a commercial, sales, or FMCG environment is desirable

	Editor	Reviewed	Approved
Name	Heidi Mason		
Function	HR		
Date	July 2025		

Values

- Keeps the customer at the core of all decisions – Customer First
- Shows a desire to learn, improve, and take on feedback – Be the Best
- Collaborates effectively with colleagues and teams – Stronger Together
- Takes initiative and follows through on tasks – Make It Happen
- Supports the company's sustainability values – Socially Responsible

General

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.
- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager