

VACANCY – Commercial Support Assistant

We have a great opportunity for an ambitious person to join our Commercial team. We are looking for someone who wants to contribute to the success of the organisation and develop their career in a supportive environment.

The Commercial Support Assistant is the supportive force behind our hungry Commercial Team. The role holder will have impeccable communication skills and excellent attention to detail. The role involves being responsible for the general administrative duties within the Sales team and to support the team in growing and developing the business. Our industry is fast moving and therefore the role holder must be able to flex and manage their workload to account for business priorities. Organisation, time management and prioritization skills are vital in order to be successful in this role.

Other aspects of the role will include:

- Raise Purchase Orders using the nominated software, and track and manage these for the team
- Liaise with other departments on behalf of the commercial team
- Forecast manager (Excel tool) support for the sales team – review with Account Manager and update as required
- Liaise with the sales team on an ad-hoc basis to ensure Forecast Manager/forecast is correct
- Liaise/communicate with customers via email and telephone
- Plan and support trade sample provision as well as trade shows; this could include attendance at trade shows alongside the Commercial Team
- Work closely with the Marketing team, demonstrating excellent communication and liaison skills
- Collate monthly reports as required, including sales reports
- Attend team meetings and events
- Use customer sales databases and update EPOS sales as required; this could include weekly and monthly updates
- Charting/collating customer information
- Maintaining and updating customer contact details
- Ad-hoc project work which could include specific customer related projects or launches
- Actively contribute to the achievement of company goals whilst upholding best practices

We are looking for the following skills and attributes in our successful candidate:

- Minimum 4 GCSE at grade 4 or above; apprenticeship candidates preferred
- Some prior employment experience preferred but not essential
- Able to develop strong, mature and professional working relationships – both internal and external
- Strong interpersonal and communication skills
- Possess the confidence to speak to customers verbally and to also provide professional email responses, both internal and external
- Positive 'can do' attitude
- Remarkable organisation and attention to detail skills
- Self-motivated and able to work on own initiative
- Able to develop presentation content as required
- Willingness to live and breathe the company values
- Knowledge of MS Office tools generally, with the ability to use Excel
- Have an agreed development plan of learning and professional development

The role is office based at the Company's premises in Sunderland, working 38 hours per week between Monday and Friday. We appreciate that many candidates like to know exactly what salary is on offer, but our Company policy is to exclude this information from our adverts. Don't let this put you off from applying – our offering is competitive! We also think our benefits are pretty good too! These include:

- Life insurance
- Company events
- Employee discounts of Company product
- Employee of the month/year scheme
- Cycle to work initiatives
- Annual leave of 23 days plus your birthday off!
- Health cover
- Company pension
- Employee referral scheme
- Enhanced sick pay and EAP system
- Long service awards
- Compassionate bereavement policy

Interested applicants must submit an up-to-date CV on our ATS by clicking this link <http://clearlydrinkslimited.peoplehr.net/Pages/JobBoard/Opening.aspx?v=77ddf528-3d10-4e14-9af5-c10552ceb14f> or alternatively submit an up-to-date CV by email to hr@clearlydrinks.co.uk. We are aiming to close our search by 24th September 2021. Right to Work checks will be carried out on applicants before any offers are made. Clearly Drinks processes your personal data for the purposes of employment in accordance with our Internal Privacy policy.