

ROLE PROFILE: SALES TEAM ADMINISTRATOR

We're a buccaneering, privately owned, family business with over 35 years' experience, and we're based in Whitby - a real place with a rich history as a fishing port.

As a company we are obsessed with top-notch seafood and are the market leaders in quality. We are the beacon brand for scampi and are the UK's largest buyer and processor of scampi. Simply put we sell more scampi than anyone else anywhere else

and we are proud to sell our scampi under the Whitby brand. We continue to develop and expand our product range and now we are the fastest growing coated seafood brand in the UK.

We are brand builders, with a strong character, provenance and market leading quality.

We are expanding our team and are looking for a Sales Team Administrator to join us:

ROLE PROFILE:

- ✓ Support the Sales Team day to day administration and support for both Foodservice and Retail Account Managers who are onsite and out on the road.
- ✓ Manage 30+ Foodservice small wholesale accounts - office based.
 - o Communication
 - o Product Launches/Updates
 - o Promotions
 - o Samples
- ✓ Analyse, process and approve customer invoices for both Foodservice and Retail customers, providing necessary back up for Accounts team processing.
- ✓ Handle customer requests for reports/sales analysis for terms claims
- ✓ Co-ordinate mail merges and newsletter customer distribution
- ✓ Support and attend customer visits/ Ra Ra/exhibitions/Scampi Camper where required
- ✓ Responsibility for maintaining exhibition kit and associated supplies
- ✓ Involvement with EFAC's ERP System implementation.
- ✓ Involvement and maintenance of the Sales CRM system.
- ✓ Reception cover for holidays including front desk, telephones, post, deliveries and point of sale.

DESIRED BACKGROUND:

- ✓ The candidate must be enthusiastic, have a great work ethic and self-motivation.
- ✓ Ability to build external relationships with our the foodservice customers.
- ✓ Highly numerical and PC proficient.
- ✓ Be able to represent Whitby Seafoods to the high standards expected, both internally and externally, whether that be Trade Shows, Client Meetings, colleagues or 3rd parties.

THE DETAIL:

- ✓ The role will be working at Whitby Seafoods Head Office, but travel may be very occasionally required to support with customers events and product presentations.
- ✓ Reporting in to Head of Commercial.
- ✓ The role is ideally full-time although part-time hours will be considered.

ALL ABOARD!

For additional information on
Whitby Seafoods, please visit:
www.whitby-seafoods.com

