



Graduate Sales Operations Executive

Doves Farm Foods

Location: Hungerford, West Berkshire

Salary/Rate: £22,000 - £25,000/annum

This is an exciting development role; you will be working directly for the Senior National Account Manager but providing support across all areas of the sales function.

We are looking for a forward thinking, proactive individual. You will ideally be a self-starter with a strong ability to collaborate with differing teams within the business and work independently when required.

The ideal candidate will be a highly organised person with exceptional communication and numerical skills.

This is an ideal role to learn the ways of working at Doves Farm Foods. Career development will be actively encouraged with possible regional account management responsibilities being undertaken within 12-18 months.

Responsibilities

- Provide day to day support to the Sales Team across all administrative tasks.
- Produce weekly, monthly, quarterly sales and pricing reports and ensure all data is captured allowing accurate reporting metrics. Training will be given to enable the successful candidate to set-up and update major retailer portals.
- Tracking sales performance against quarterly/annual targets.
- Managing supplier agreements administration.
- Complete customer New Line Forms, promotional activity submission forms, e-mail relevant product specifications and process sample requests.
- Monitor and manage sales in-box with analysis of enquiries.
- Plan and organise specific trade shows as directed.
- Update and maintain CRM system.
- Undertake specific research and investigation as directed.
- Collate competitor product activity, promotions and new products.

For more information, please contact recruit@dovesfarm.co.uk.

To apply, send CV and covering letter to Stuart McFarlane, HR Manager at smcfarlane@dovesfarm.co.uk

Closing date: 1st June 2022