

Role Profile

Job Title: Sales Account Administrator - Hybrid Model
Department: Sales
Reports To: Sales Director / Commercial Manager
Ref: Ref-198, V1 – 15 Dec 2021

Role Overview

The Sales Account Administrator will add value by supporting the commercial sales function with administration duties, allowing the team to focus on delivering core business objectives.

Main Duties

- This role is based on a hybrid format which entails both office and home working (set structure Thursday – Monday)
 - Thursday, Friday, Monday (Office)
 - Saturday, Sunday (Home)
- Support Account Management functions with day to day administration duties
- The role also entails supporting transport and operational teams on weekends, including end of week reporting updates on Sunday's
- Liaise daily with customer supply and buying teams regarding shorts, cover for/from other suppliers and amend the systems where appropriate
- Price file management to avoid invoice queries
- Customer and internal reports including, waste, epos sales data, using customer bespoke systems to understand forecast and in-store sales
- Promotion administration duties, including forecasting liaison, analysis and completion of pre-promotion forms, contribution worker and post-promotional actualisations
- Liaising with internal teams such as Transport, Forecasting, Operations, Technical – to assist in delivering, proactive account management
- Organising and closing out, various customer requirements
- Taking phone calls and direct queries as and when appropriate
- Supporting Account Management function in delivery of core business objectives / initiatives
- Cover for when the Account Manager is visiting customers, dealing with customer queries in their absence
- Potentially developing smaller accounts, where the opportunity presents

This is not an exhaustive list and is subject to change and amendment.

Competencies to perform the role

- Be self-organised and able to run multiple tasks
- A strong confident communicator who can present internally and externally
- A good team player with the ability to build good working relations
- A good understanding of numbers, analytical and able to demonstrate interpretation of numbers
- This is a busy and hands on role, the successful candidate must pose an attention to detail and comfortable working under pressure
- Able to use advanced excel and PowerPoint with the ability to use IT systems (training will be provided on customer and internal systems)

- Some travel to other Monaghan Mushroom sites and / or occasional customer visits may be necessary
- The above accountabilities are not exhaustive and you may be required at the Company's discretion to undertake other duties from time to time

Experience and Qualifications

- Marketing / Business degree or equivalent
- At least worked for a minimum of 18 months in a previous job
- A full drive license is essential

Performing the role in line with the Monaghan Cultural Values:

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people
2. Forward Thinking: We think ahead and we think for the long term
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way
4. Inspiring: We seek out new ways to excite and inspire each other
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact

Employee Signature _____ **Date** _____