

JOB TITLE: National Accounts Co-ordinator

JOB HOLDER: TBC

REPORTS TO: Commercial Sales Director

JOB OBJECTIVES:

- To support the National Account's team in delivering their growth and development plans.
- Provide direct support to selected national accounts, covering areas of marketing, e-commerce, finance and administration.
- Monitor, record and review pricing and content of fischer and competitor products.
- Provide a link between the National Accounts team and internal functions.

DUTIES:

- Review and highlight improvements on fischer content on selected national account's websites and apps.
- Liaise with the respective National Account Manager to implement improvements to online content.
- Monitor, record and review pricing on selected national accounts' websites/apps
- Support promotional activities; offers, marketing campaigns etc.
- Collate monthly data for internal and external uses.
- Maintain commercial files on all national accounts; pricing, trading agreements and promotional support.
- Maintain a contact database for all national accounts in CRM
- Data entry for customer product listings
- Produce monthly financial and activity reports
- Assist with team meetings
- Comply with company procedures
- Perform such other duties as may be reasonably expected

PERSONAL PROFILE:
Skills Level

- Good communication skills both verbally and in writing
- Computer literate to a good level, specifically Excel.

Interpersonal Skills

- Self-motivated and organised.
- Strong attention to detail.

JOB DESCRIPTION



fischer fixings UK Ltd, Hithercroft Road
Wallingford, Oxon, OX10 9AT, England

Experience/Qualifications

- Minimum 2 years in a similar Sales Administration role
- Minimum 5 GCSE Grade C (4/5), Including Maths and English