ROLE PROFILE

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| **Role Title** |  **Agency Executive** | **Location** | **Bristol / London / Glasgow / Dublin / Belfast** |
| **Business Unit** | **Commercial**  | **Job Family** | **Commercial** |
| **Reports to Role Title** | **Head of Commercial Wholesale** | **Sub Family** |  **Commercial Wholesale**  |

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| **PURPOSE** |
| To support the Head of Commercial wholesale and the Commercial relationship manager with our invested, equity, distribution and exclusive partners and brands. The support will take various forms including reporting, coordinating meetings, attending events, evaluating JBP and metrics. |
| **CORE ACCOUNTABILITIES** |
| Provide admin and support across the agency, exclusive, equity and distribution brands in the form of;* Plan time in trade for our agency partners that ensures optimal coverage across our customer footprint
* Support JBP conversations and content
* Liaise with Supply Chain team stock levels
* Deal with sales force requests and queries
* Ad Hoc invoicing working with finance
* Raise Purchase Orders
* Manage levels and ordering of POS for agency brands
* Coordinate with events team
* Customer sales reports where required
* Reports and Presentations for required supplier meetings
* Support the digital marketing teams on the effective presentation of these brands on our different platforms
* Arrange samples for tasting events
* Manage and maintain product content & images by working with suppliers
* Involvement in ad hoc projects in line with business requirements
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Internal* Procurement
* Marketing including Digital & eCommerce team
* Brand Marketing team including C&C Group brands team
* Customer Marketing Team
* Sales team – Nationals & Regionals/IFT
* Off-Trade business
* Finance
* Supply chain/logistics/depots
* Contact Centres
* Category & Insights

External* Suppliers & Agency Partners
* Customers
* Trade bodies
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| **PROFESSIONAL QUALIFICATIONS & EXPERIENCE/SKILLS & KNOWLEDGE** |
| * Some knowledge and a keen interest in the drinks industry & the On-Trade
* Previous experience in a marketing role is preferred but not essential
* Commercially Astute
* Highly organised with a great attention to detail
* An ability to work to deadlines
* Proactive approach to problem solving
* Look to continuously improvement our processes & ways of working
* Highly effective communicator & ability to maintain strong relationships
* Proficient in PowerPoint and Excel
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|  | **ROLE DIMENSIONS** |  |
| No of Direct Reports | 0 | Financial Impact (Direct) |  |
| Total Team Size |  | Financial Impact (Indirect) |  |
| No of Locations |  | Other/ People Manager (yes/ no) |  |

Back Office Use only:

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| **Job Code** |  | **Reward Level** |  | **TW Grade** |  |
| **Salary****Survey Ref** |  | **Career****Level** |  | **Date****Created** |  |
| **Salary Min** |  | **Salary Mid** |  | **Salary Max** |  |