**ROLE PROFILE**

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| **Role Title** | **Commercial Excellence Executive** | **Location** | **GB** |
| **Business Unit** | **Channel Strategy & Planning** |  |  |
| **Reports to Role Title** | **Commercial Excellence Lead** |  |  |

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| **PURPOSE** | | | |
| To take responsibility for providing strong administration support to the sales teams within C&C and ensure smooth communication between internal stakeholders.   * Work closely with aligned sales teams * Provide regular reporting to aligned sales teams and ad hoc accurate reporting and analysis as required * Complete administration tasks to the highest standard | | | |
| **CORE ACCOUNTABILITIES** | | | |
| * Produce and analyse a wide range of regular and ad hoc reporting for the business unit * Provide recommendations on data analysis to support internal stakeholders * Place free stock and samples orders and provide all reporting on this * Order POS in line with budgets, ensuring full use of allocation and accurately recording spend * Support internal departments on POS budgets where appropriate * Manage POS stock levels and communicate effectively with external agencies * Support Marketing teams in evaluating promotional activity * Provide reporting for new brand launches and sales incentives * Provide regular reporting for our partner brands * Manage Brands Dispense install requests and provide regular status updates to sales * Manage sales requests for events and temporary bars * Assist in the management of ticket allocation for C&C sponsored events. | | | |
| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** | | | |
| Internal   * C&C Sales teams * Customer Service Team * Finance Team * Marketing Team   External   * Innserve * External Fulfilment Houses | | | |
| **KNOWLEDGE / EXPERIENCE / SKILLS** | | | |
| * Excellent communication skills, with the ability to communicate at all levels, ensuring information is delivered and understood. * Ability to build strong relationships with internal and external customers * Disciplined approach to organisation, administration, and project management. * Excellent problem solving and analytical skills. * Excellent level of finance awareness and budget management * Ability to work to deadlines and manage own time effectively. * Ability to manage multiple projects simultaneously and to prioritise workload. * Proficient in IT systems with the ability to learn quickly * Flexible and able to adapt to quickly changing situations. | | | |
| **PROFESSIONAL QUALIFICATIONS & EDUCATION** | | | |
| * IT literate to advanced level – Excel, Word etc. * Demonstrated reporting delivery experience * Experience of working effectively cross functionally * Commercial experience within Brewery and FMCG environment desirable | | | |
| **ROLE DIMENSIONS** | | | |
| No of Direct Reports | 0 | Financial Impact (Direct) |  |
| Total Team Size | 13 | Financial Impact (Indirect) |  |
| No of Locations |  | Other/ People Manager (No) |  |