**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
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| **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.
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| **CONTACTS/ KEY RELATIONSHIPS & NATURE OF INFLUENCE** |
| Internal* C&C Sales teams
* Customer Service Team
* Finance Team
* Marketing Team

External * Innserve
* External Fulfilment Houses
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| **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.
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|  **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
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| **ROLE DIMENSIONS** |
| No of Direct Reports | 0 | Financial Impact (Direct) |  |
| Total Team Size | 13 | Financial Impact (Indirect) |  |
| No of Locations |  | Other/ People Manager (No) |  |