

Job Description and Person Specification

Job Title	Commercial Assistant
Department	Commercial
Location	Alfreton
Responsible To	Head of Commercials
Salary	TBC
Normal Hours	Full Time (9am-5.30pm / 8.30am-5pm)

Job Description

Supporting the Commercial Department, by working closely within a team, to meet a range of commercial requirements and deadlines.

Tasks will include:

- Quotes for International Postage.
- Return quotes within 24 hours of receipt of request.
- Ensure International Rate cards for both sales & suppliers are updated.
- Ensure International Surcharges are updated for accurate quoting.
- Communicate to all departments and they are aware of new surcharges.
- International Reports
- Liaise with International Director as well as other Managers & Directors within the business

To be a supporting role for other commercial duties including:

- ADHOC quotes for both Mail and Packets.
- Royal Mail surcharges.
- Pricing Matrixes for Whistl and Royal Mail.
- Support with issues from suppliers.
- Assist with Royal Mail incentives.
- General support for Finance, Client Services and Sales for commercial enquiries.

Job Description and Person Specification

- To produce reports on commercial matters when requested.
- Attend meetings when required.
- Update standard rate cards as required for any changes.
- Work very closely with all departments on a daily basis, (Sales, Finance, Client Services and Operations for costs, pricing and client issues).
- Communication across all departments for internal issues or assistance as and when required.
- To help with month end processes, to analyse the data and produce reports when needed.
- Cover team members for annual leave, sickness etc.

Skill Sets

Qualification:

English- A Level or Equivalent.

Math- A Level or Equivalent.

Excel- Advanced Level.

Good competencies in all Microsoft Office packages.

Experience/Knowledge:

Experience in international mail – preferred but not essential as training for the right candidate can be provided.

Computer Literate

Experience/Good grounding in Tenders/Processes – not essential.

Great attention to detail and to be able to work accurately in a busy and demanding environment.

Able to work autonomously and or part of a team.

Accounts knowledge desirable but not essential.

Ability to prioritise with very good time management skills.

Self-motivated and able to use own initiative.

Experience within the postal/mail industry desirable but not essential.

Excellent communication skills, both internal and external.

Good presentation skills.

Good Analytical skills.

Authority Level: £0