

## National Accounts Support Assistant

Main Purpose	
A dedicated assistant for the National Accounts Sales Support and Excellar Co-ordinator being an integral part of the team.	
Primary Responsibilities	
<p><b>Sample Management</b></p> <ul style="list-style-type: none"> <li>○ Collation and request of samples from producers or warehouse.</li> <li>○ Dispatch of samples to customers</li> <li>○ Manage Incoming samples</li> <li>○ Monitoring samples with couriers</li> <li>○ New vintage samples to buyers</li> </ul> <p><b>Product Information</b></p> <ul style="list-style-type: none"> <li>○ Collating product information and inputting onto Microsoft Navision/external websites such as Brandbank/Bottlebooks</li> </ul> <p><b>General Admin/Support for Team</b></p> <ul style="list-style-type: none"> <li>○ Support invoicing and credit control</li> <li>○ Support Excellar Co-ordinator with orders/invoicing/paperwork requests</li> <li>○ Dealing with adhoc customer information requests</li> <li>○ Entering invoices onto Customer web portals</li> <li>○ Entering credits onto Microsoft Navision and collating recharges on excel</li> </ul>	
Knowledge, Skills & Behaviours	
<ul style="list-style-type: none"> <li>● High levels of both accuracy and attention to detail</li> <li>● Good communicator both verbal and written</li> <li>● Works well under pressure and working to deadlines</li> <li>● Team player who works well with others; both in their team and the wider company</li> <li>● Able to manage their own workload and prioritise appropriately</li> <li>● Problem solver</li> <li>● Customer centric and strives to do their best for our customers</li> </ul>	
Experience & Qualifications	Company Values
<ul style="list-style-type: none"> <li>- GCSE passes in key subjects i.e. Maths, English</li> <li>- Previous experience in administrative role</li> <li>- Computer literate – proficient with Microsoft Outlook, Excel and Navision (is an advantage)</li> <li>- Previous experience of working with couriers / booking in goods / receipting is an advantage</li> </ul>	<p><b>Empowerment</b></p> <p><b>Passion</b></p> <p><b>Innovation</b></p> <p><b>Collaboration</b></p> <p><b>Urgency</b></p> <p><b>Respect</b></p> <p><b>Education</b></p>

## National Accounts Support Assistant

We are an equal opportunity employer and are committed to equality of opportunity for our current and future employees irrespective of their gender, age, race, disability, marital status, religion or belief, or sexual orientation.

Please send through an up-to-date CV to [hr@hnwines.co.uk](mailto:hr@hnwines.co.uk) and the closing date for applications is 28<sup>th</sup> January 2022.