   

**JOB DESCRIPTION**

**Job Title:** Sales Co-Ordinator

**Reporting to:** Head of Sales

**Job Summary:** Mackle Petfoods wish to recruit a highly motivated, detail orientated and organised

individual to be part of the sales team. This position will help enable the successful candidate to

enhance their professional development within a local, family business which has been established

for over 50 years. Mackle Petfoods is an award winning, BRC AA+ certified company which has been

manufacturing high quality cat and dog food in our trusted brands Naturo, Brandy and Cat Club for

over 50 years. The company employs over 270 people, across their two production facilities in Moy

and Moygashel, producing over 70 million cans and 40 million trays annually. Each site has

benefitted from multi-million pound investment to facilitate the increasing demand from across

Ireland, the UK, Europe and beyond.

**Main Responsibilities:**

**The successful candidate should fulfil the following criteria:**

* Collate and analyse sales figures (attention to detail & prioritisation are key) from customer sales platforms and from Mackle’s Business Central platform.
* Provide sales information by collecting, formatting and summarising data and trends to communicate internally on a weekly, monthly and quarterly basis across the business.
* Use sales performance information to produce presentations for customers on a monthly and quarterly basis, as required.
* Manage customer promotion calendars and prepare promotion proposals and analyse and trend customer promotional activity when complete.
* Manage customer price lists.
* Prepare New Line Forms and other relevant product/price information required by customers.
* Support new product/customer launches with timely and accurate information communication, and execution of supporting administrative tasks to enable supply to the customer, both internally and externally.
* Track & communicate new product/customer launch performance.
* Complete monthly product, price and promotion surveys within the marketplace.
* Manage customer samples requests.
* Raise Purchase Order Numbers and record sales team spend.
* Support the team with travel preparations.
* Assist with approval of customer packaging artwork, when required.
* Coordinate trade exhibitions and events.
* Attendance at trade and consumer shows to represent the company and product brand.
* Any other duties, as and when required, within reason.

**PERSON SPECIFICATION**

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| *Criteria* | *Essential* | *Desirable* |
| Knowledge | * One year’s experience working in an administration / assistant role
 | * Experience working in a sales team
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| Relevant Experience | * Intermediate level of use in PC applications (Microsoft word, excel & power point)
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| Skills & Competencies | * Reliable
* Excellent attention to detail and accuracy
* Good interpersonal / communication skills; both verbal & written
* Excellent organisational skills
* Ability to prioritise and meet deadlines
* Good time management
* Must be able to work on their own initiative
* Ability to work within a team
 | * Ability to pick up and assimilate information quickly and easily
* Ability to handle competing demands
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| Circumstances | * Able to work full-time hours: Monday to Friday, 9am to 5pm, on-site, at Mackle Petfoods sites. Occasionally, additional hours may be required to meet deadlines.
* Available to travel on limited occasions (i.e. support for exhibitions), including weekends for events.
* Clean Driving License
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