

Job Title: Sales Coordinator (With Marketing Duties)

Reporting To: Head of Sales / Senior Marketing Manager

Purpose: We require a Sales Coordinator (With Marketing Duties) to join our team. The successful candidate will be working in both our Sales and Marketing teams.

The Company:

Mackle Petfoods is an award winning, BRC Grade A* certified family company, which has been manufacturing high quality dog and cat food for over 50 years.

The company employs over 270 staff across two production sites in Moy and Moygashel, Co. Tyrone. Each site has benefited from multi-million-pound investment in recent years to facilitate the production of larger volumes of pet food. The investment is a result of increasing demand from the top four retailers across the UK and Ireland, as well as the number of countries we now export to.

Mackle Petfoods produce over 70 million cans and 50 million trays annually, including our trusted brands Naturo, Brandy and Cat Club.

Responsibilities & Duties:

- 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.
- Assist in the management of marketing campaigns/plans locally C nationally for the company's product brands, namely – Naturo, Brandy and Cat Club.



John Mackle (Moy) Ltd

Moy Office: 40 Corrigan Hill Road, Moy,
Dungannon, Co. Tyrone, BT71 6SL

Moygashel office: 33 Main Road, Moygashel,
Dungannon, Co. Tyrone, BT71 7QU

 +44 (0)28 8778 4641

 www.macklepetfoods.com

 info@macklepetfoods.com

 Registered No: NI 8491

- Assist in the organisation and implementation of the annual consumer show calendar.
- Assist with the organisation, storage, stocktaking and reordering of all marketing materials.
- Assist in the sourcing of branded merchandise to supplement campaigns and new product launches.
- Assist with influencer/brand ambassador/gifting activity.
- Assist in the management of charity donations.
- Monitor, analyse and report on market and competitor trends to support the business in growing existing business and helping to build a platform for new and future business opportunities.
- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Other duties, within reason, as and when required.

Job Title – Sales Coordinator (With Marketing Duties)		
Criteria	Essential	Desirable
<ul style="list-style-type: none"> • Experience 	<ul style="list-style-type: none"> • Degree or equivalent in a Business-related discipline • One year's experience working in a sales and/or marketing role 	FMCG knowledge, ideally product based
<ul style="list-style-type: none"> • Skills & Competencies 	<ul style="list-style-type: none"> • Intermediate level of use in PC applications (Microsoft Word, Excel & Power Point) • Reliable • Excellent attention to detail and accuracy • Good interpersonal / communication skills; both verbal & written • Excellent organisational skills • Ability to prioritise and meet deadlines • Must be able to work on their own initiative. • Ability to work within a team • Well-developed creative skills • Evidence of effective planning, organisation and time management abilities 	<ul style="list-style-type: none"> • Ability to pick up and assimilate information quickly and easily
<ul style="list-style-type: none"> • Candidate Requirements 	<ul style="list-style-type: none"> • 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 	

Please send CVs to mpf.recruitment@macklepetfoods.com

