

## **Job Description**

Title	Trading Support Assistant (mat leave cover)
Reports to:	Trading Support Manager
Department	SPAR UK Trading Department
Location	SPAR UK Office Harrow

### **Dimensions**

- a) Responsible for People: None
- b) Financial Responsibility: None
- c) Communication – Key Contacts and Relationships:

#### **Internally (within department)**

Team members/colleagues and direct line management in full communication cycle including reporting and team briefing events.

#### **Internally (across departments)**

To liaise fully with all Central Office departments as and when required.

#### **Internally (to RDC's)**

Provide relevant timely information as appropriate to enable the RDC's to optimise business performance.

#### **Externally (suppliers, agencies, customers, organisations)**

Where appropriate, communicate relevant information in relation to specific projects to gain maximum supplier support.

### **Work Pattern**

Full time 35 hours per week 9am-5pm

### **Purpose of Role**

To provide accurate and timely administration support to the Trading Management Team. Ensuring specific Trading projects are delivered to the business on time. Working to tight deadlines, using Excel Spreadsheets, working closely with Buyers and the Team dealing with large volumes of administration.

### **SPAR**

SPAR is a 'symbol' group, which means individual SPAR members (of which there are 5 in the UK) retain their independence but enjoy the advantages of belonging to a global brand. SPAR members reap the benefits of being part of a large international organisation with collective buying and marketing power, a strong corporate image and impressive back-up resources. Members are accountable for their own purchasing with this role ensuring a consistency of approach, group discounts/income and the availability of a quality own brand. Independent retailers who join the SPAR members also take advantage of the benefits.

Within trading the impact of this is that trading roles are not accountable for margin or retail selling price as these are set by the members (also called Regional Distribution Companies or RDCs) and/or the independent retailers.

The business is complex due to the operation and the relationship with the RDCs who make the key trading decisions and have differing needs and styles. However this brings the opportunity to understand, interact, analyse and influence six different businesses, at a senior level, with differing objectives and plans.

### **Principal Accountabilities**

- To collate information from relevant sources in respect of specific projects.
- To develop accurate and meaningful spreadsheets/ reports to provide relevant information to the Project Manager within agreed timescales.
- Administering, forecasting and checking Supplier turnover Results
- Checking price increase and benchmarking
- To communicate issues/actions to the Trading Manager
- To liaise with the Trading team and/or other relevant parties (Suppliers and/or buyers) to gain/provide information relevant to specific projects.
- Promotional administration
- Creating invoices through Sage System
- Price increases benchmarking
- Various levy administration
- Other Ad Hoc support work within the team

### **Key Result Areas**

#### **a) Expected Deliverables**

Provision of relevant information/reports to agreed formats within set deadlines.

Analysis of information and construction of meaningful reports to best communicate the information

#### **b) Performance Indicators**

Information provision versus time plan.

Accuracy and timeliness of information provided

## **Behavioural Capabilities**

### **Communication – *Sharing information, giving feedback and providing advice***

- Successfully uses a wide range of communication methods, written and oral.
- Questions effectively to gain information

### **Customer internal and external – *Proactively developing good customer relationships.***

- Encourages a “customer service” approach in the team.

### **Team Working – *Proactively working with others***

- Is aware of the need to work with people in own or other teams
- Works proactively with others within the team helping out when possible

### **Developing Self and Others –**

- Seeks and uses opportunities to learn and develop

### **Results orientation –**

- Using own initiative to ensure that results are achieved.

### **Creating Improvements – *Improving the working practices of the team.***

- Striving to find a better way of working for self and colleagues
- Generates ideas for new ways of working

## Person Specification for the role

	Essential
<b>Qualifications</b>	Graduate or equivalent desirable but not essential
<b>Experience</b>	Preferably office based experience of at least 1-2 years Relevant experience desired
<b>Skills</b>	<ul style="list-style-type: none"><li>• Advanced Excel user (able to use formulas, vlookup)</li><li>• Numeracy – ability to read, analyse, review and format numerical information highlighting trends and dependencies</li><li>• PC – competent in Outlook, Word and PowerPoint</li><li>• PC – knowledge of Sage 200, advantage not essential</li><li>• Able to demonstrate problem solving ability</li><li>• Analytical thinking</li><li>• Positive and assertive telephone manner</li><li>• Able to demonstrate Team Working abilities</li></ul>
<b>Competencies/ behaviours</b>	<ul style="list-style-type: none"><li>• Customer focus</li><li>• Planning and organising skills</li><li>• Team membership</li><li>• Commercial awareness</li><li>• Communication including influencing</li><li>• Self motivation and resilience</li><li>• Decision making and judgement</li></ul>