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|  ROLE PROFILE |
| Job title | Commercial Executive  | Date | 2023 |
| Business | Walkers Deli & Sausage Co |
| Department | Commercial |
| Location | Leicester |
| ROLE SUMMARY  |
| Responsible for managing the Tesco Sausage account plan to deliver sales and margin targets for WDSCo & Tesco. In addition to drive the strategic visions of both WDSCo & Aldi and M&S and to interface with key Buying, Development and Technical Contacts at Aldi and M&S. |
| REPORTING STRUCTURE |
| Reports to | Tesco Senior Commercial Manager  |
| Direct & indirect reports | N/A |
| Key internal stakeholders | Development, Purchasing, NPD, Supply Chain, Production, Finance, Technical, Personnel |
| Key external stakeholders | Customer Buyers  |
| KEY ACCOUNTABILITIES AND RESPONSIBILITIES  |
| * Supports all the account managers with key admin tasks.
* Updates daily and weekly sales reports for all key customers (Tesco, Waitrose, M&S)
* Provides Directors and Board Members with weekly sales updates
* Responsible for updating and sending out sales forecasts internal to key stakeholders
* Responsible for all new product set up across all key customers
* Responsible for updating all price changes internally and externally
* Artwork approvals for all new SKUs will sit with the Commercial Exec
* Managing of the Brandbank account will sit solely with the Commercial Exec
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| QUALIFICATIONS, EXPERIENCE, TECHNICAL SKILLS / KNOWLEDGE |
| * Good Excel and PowerPoint Skills
* Strong communication and interpersonal skills.
* Analytical mindset with excellent attention to detail.
* Ability to manage multiple projects and deadlines.
* A proactive, self-motivated approach with a strong sense of ownership.
* Proficient in reviewing and analysing data
* Hold a relevant degree level qualification or equivalent.
* Driving license
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| CORE COMPETENCIES, ATTRIBUTES & BEHAVIOURS FOR SUCCESS |
| **Competency** | **Descriptors** |
| Values People | *Demonstrates the belief that people are our most important asset and central to the success of the organisation. Everybody should be treated with dignity and respect at all times.* |
| Customer Focus | *Demonstrates the understanding that the satisfaction of our internal and external customers is the foundation of our success* |
| Collaborative Team Working | *The willingness to act as part of a team and work towards achieving shared objectives through adopting best practice in line with PQP and Federalism.* |
| Flexibility & Adaptability | *The ability to change and adapt own behaviour or work procedures when there is a change in the work environment, for example as a result of changing customer needs.* |
| People Management | *The ability to understand people and their motivations, build good relationships with them and help them unlock their potential.* |
| Analysis & Planning | *The ability to take a range of information, think things through logically and prioritise work to meet commitments aligned with organisational goals.* |
| Drive for Excellence | *Knows the most effective and efficient processes for getting things done, with a focus on continuous improvement.* |
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