

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | | | |
| 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 | | | |
| 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.* | | |
|  |  | | |