Administration ExecutivE x2

Could you provide amazing administrative support to our Sales Managers and Publishers?

Do you have an exceptional eye for detail with top-class organisational skills to match?

Can you drive sales and work with publishers by providing accurate reporting?

If so then we have two interesting roles for you, Sales Development Executive and Admin Circulation Executive.

Admin Circulation Executive

The role of the Admin Circulation Executive here at Seymour will see you working with Publishers finding opportunities to drive sales at retail, maximise their trade marketing investment and find efficiency in distribution. You will work closely with one of Seymour’s senior management team, supporting them with the management of market leading accounts and providing administration, reporting and promotional activity and the development of commercial publisher relationships.

Sales Development Executive

The role of the Sales Development Executive will see you supporting the Sales Development Managers in the areas of administration, reporting and promotional activity, the development of commercial publisher relationships and to continue Seymour’s growth as the largest exporter of UK magazines

Key Accountabilities

* Managing deadlines and working cross-functionally will be key.
* The delivery of timely and accurate publisher, territory, and internal reporting in systems ensuring that these are reflective of sales trends
* Compile information for reporting packs
* Accurately processing forms
* Developing relationships and soliciting orders from trading partners to identify and capitalise on all possible trading advantages.
* Create and manage purchase orders Update Trade Marketing budgets and administer incoming invoice charges
* The monitoring and evaluation of title performance in line with publisher objectives and, where necessary, proposing credible solutions to ensure all agreed performance targets are secured.
* Scheduling and data maintenance in systems
* Attend publisher/sales meetings to an agreed frequency and annual business reviews as required to develop best in class customer relationships with our publishing clients
* Manage and maintain relevant administrative elements of the role. Becoming a proficient user of company systems to able to provide ad-hoc reporting for your team

Who are you?

* A team player, who is good at building trust and long term relationships
* You are self-motivated, well organised and good at meeting deadlines
* A strong communicator, good at getting your point across clearly and concisely
* You are also a good listener, have empathy and understand how to get the best out of those around you
* You have strong analytical skills, are inquisitive about data, with an eye for detail

What’s in it for you?

Seymour is part of The Frontline Group owned by two of the world’s leading publishing companies; Bauer Media and Immediate Media Company. This will give you the chance to grow your career across a number of different businesses and functions, including trade marketing, publishing, brand marketing, sales, finance and supply chain. We strongly believe in developing our own people and have a great track record of taking people from account exec level positions through to senior positions within the group.

As part of a high performing team, you will receive reward and recognition for what you achieve, through praise, recognition and the development of your career here at Seymour. We enjoy what we do and succeed by what we achieve as a team and what we do together. Based on Smithfield’s in the heart of London, it’s a great place to be and we have an active Social Club that organise great events. The role also comes with:

* A competitive package
* Flexible Benefits
* 25 days holiday per year
* Pension scheme

About us



As part of the wider Frontline Group, you will be working for the market-leading UK Distributor and the biggest global exporter of magazines. We account for 67% of magazine revenue in the UK so in your career, you will have the opportunity to work with some of the most exciting and iconic magazine's brands, as well as working on titles that operate with highly engaged and passionate audiences. Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At Seymour, we are passionate about other people’s passions and embrace the wide variety of different interests, hobbies, sports and genres our readers love and with over 130 Publishing Clients and more than 1,000 magazine titles, life at Seymour is always exciting, rich with diversity, it can be challenging but always very rewarding.

To learn more about our company and our great people visit [www.seymour.co.uk](http://www.seymour.co.uk)

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter, stating which role is of interest to you :-

https://app.smartrecruitonline.com/p/job/Administrative-Executive-13585

**The deadline for applications is 28th October 2019.**