



## Group Wholesale Executive

Frontline's talented people are what make us the successful business we are, at the forefront of driving innovation within a fast paced and dynamic industry. The magazine supply chain is complex, and Frontline ensures that the biggest brands in the magazine market reach retail shelves in the right quantity and at the right time.

An exciting opportunity has arisen within the **Supply Chain Development Team** for a Group Wholesale Executive. The role is offered as a full time, 12-month contract, based at Stuart House, Peterborough with occasional travel to other sites. (currently working from home). Reporting to the Group Operations Performance Manager, this role will be responsible for the day-to-day administration and operational aspects of the Supply chain development team.

### The Role will include:

#### **Administrative support and reporting**

- Update a set of regular reporting and communicate the results to the wider team
- Support the wider team with regular daily and weekly tasks

#### **Wholesale operational Queries**

- Dealing with adhoc queries in relation to wholesale operation e.g. how to arrange retain and redistribute
- Ensuring that the expert-to-expert process is understood by all departments and used correctly
- Escalating any queries that can't be answered to the Group Supplier Development Manager
- Explore opportunity within smaller or specialist wholesale routes

#### **Barcode Management**

- Support, when required, the barcode / pre-production cover checking process, within two hours of receipt to minimise the number of barcode errors that reach wholesale and retail
- Support, when required, the publisher in the co-ordination of national price promotions and regional tests to ensure that they are smoothly executed

#### **Shortages process**

- Support, when required, the shortages process end to end

#### **Support the Supply Chain Development team**

- Support the team in all other areas including Barcode management, Ad hoc request, Retain and redistribution, Invoicing and on sale compliance.

### The Person:

- Excellent interpersonal skills with the ability to develop and maintain powerful working relationships
- Solution driven approach to overcoming obstacles
- Competent user of Excel and a proven ability to deal with large levels of data e.g. pivot tables, Vlookups etc.
- Administration experience in a high-pressure environment where task prioritisation is critical
- Experience of operational supply chains is preferred

If you feel you want to work in a dynamic and exciting environment, please send your CV along with a covering letter to: <https://app.smartrecluitonline.com/p/job/Wholesale-Executive-22463>

**The deadline for applications 23<sup>rd</sup> April 2021**

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