RETAIL OPERATIONS EXECUTIVE

Seymour is currently recruiting for a Retail Operations Executive. This is offered as a full-time permanent opportunity.

# **Job Description**

The successful candidate will report to the Category Range and Retail Operations Manager and will work with both the Client Services and the Retail Accounts team.  The purpose of this role is to support the Category Management and Retail Operations department in the supply and maintenance of information and analytical support to the Seymour business.

# **Key Accountabilities**

* Maintain the Retail Bible (including store lists and range update processes) to ensure the most up to date retail information is available to the Seymour business
* Assist in the production of the daily booking / new line forms and PIU to ensure external deadlines for promotional bookings are met and information provided to our retail partners is delivered in a timely and accurate manner.
* Deliver general MARS (internal system) administrative support in line with Seymour’s Rules of Engagement.
* Manipulation and analysis of information supplied from internal and external sources with a view to creating user friendly documents to be shared amongst the Trading Team.
* Assist in the timely provision of data that forms part of the range review process

# **Who Are You?**

* Proficient with Microsoft Office suite (in particular MS Excel)
* Strong logical approach to problem solving with excellent attention to detail
* Ability to work under pressure to meet deadlines and manage efficient processes
* Good communication and relationship building skills
* Ability to collate informative reports using numerical data from various sources

# **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. We strongly believe in developing our own people.

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 in 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 60% 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 magazines 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 to <https://app.smartrecruitonline.com/p/job/Retail-Operations-Executive-26612>

**The deadline for applications is 13th September 2021**