National account and Marketing Executive

Looking for a new exciting role implementing clients’ trade marketing plans and ensuring that their beautifully crafted magazines and products are well placed to get into the hands of consumers? Ready to put your first-class organisational capabilities into action as a National Account Executive to aid the development of magazine sales?

This is an important role at Seymour, which will see you working directly with a leading UK retailer, utilising both your administrative and communication skills to deliver operational excellence for our clients.

# Key Accountabilities

The role of the National Account Executive will see you working closely with selected retailers and co-ordinating internally with a wider cross-functional team to support and implement clients’ trade marketing plans to ensure their beautifully crafted magazines and highly desirable collectable products are well placed to get into the hands of consumers across the UK. You will achieve this by managing promotional bookings and the supporting POS processes, providing key communications to retail partners, whilst completing other administrative duties.

**As a National Account Executive your duties will include:**

Management of the grocery home shopping magazine process through Brandbank, whilst working closely with selected retailers to ensure relevant products are advertised correctly and new products listed.

Coordinate and consult with both Retail and Client Service contacts to book in promotional activity in order to implement trade marketing promotional plans accurately with selected retail partners. This includes the management of trade promotional activity through MARS to ensure that Seymour is not exposed to unauthorised costs.

Contributing to the success of our retail sell ins by maintaining store lists, ranges and ratecard information; ensuring the most up to date retail information is available to the Seymour business.

Manipulation of information supplied from internal and external sources with a view to creating user friendly documents to be shared amongst key contacts.

Deliver efficient and accurate administrative tasks, as well as contributing to the range review process in order to optimise listings.

Present proposals to accounts and, where possible, negotiate discounts on behalf of publishers.

# Who are you?

**Essential Skills**

* Good administrator with ability to plan, organise and prioritise tasks.
* Be proficient with Microsoft Office suite (in particular MS Excel).
* Strong logical approach to problem solving with an eye for the detail.
* Be self-motivated, well-organised and good at meeting deadlines.
* Strong people skills that win the hearts and minds of others.
* Team player who can work collaboratively with other departments.

# 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 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://beta.smartrecruitonline.com/p/job/National-Account-and-Marketing-Executive-32930>

**The deadline for applications is 31st March 2022**