Business Administrator

**Can you resolve customer queries quickly and efficiently? Is your attention to detail second to none? Then come and join our friendly team as a Business Administrator.**

As our Business Administrator you'll support the Central Services Manager in the daily delivery of accurate and efficient processes which support the delivery of our business objectives.

You'll be involved in the running of distribution processes, drawing on your planning and organisation skills to effectively prioritise and meet deadlines. You'll be the prime point of contact for our customers, providing a great service dealing with phone calls and credit queries, while accurately maintaining our systems. Your administration tasks will include order management, providing delivery notes, picking lists, credit and return notes.

You'll develop great working relationships when liaising with external and internal partners to ensure the smooth flow of documentation so that our magazines are delivered to deadline.

If you would like an informal discussion about the role, please contact Sarah Andrews, Central Services Manager via email in the first instance at [sarah.andrews@routestoretail.co.uk](mailto:sarah.andrews@routestoretail.co.uk)

Key Core Competencies and Skills Required

* Data inputting experience
* Excellent interpersonal and customer service skills
* The ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships
* Good attention to detail
* Accuracy

Benefits

At the Frontline Group we offer great training, and a range of salary sacrifice flexible benefits which you can select based on your lifestyle; benefit options include private medical insurance, holiday purchase and a tech scheme to name a few.

On top of that we also offer:

* 25 days holiday plus bank holidays (pro rata)
* Confidential Employee Assistance Programme
* Coaching with accredited coaches
* Hybrid Working
* 2 paid days to volunteer for a registered charity
* Inhouse Gym
* Onsite Café

About Us

The Frontline Group is made up of Frontline, Seymour, Gold Key Media and Routes to Retail.  We’re the market leading UK Distributor and the biggest global exporter of magazines. This means in your career you will have the opportunity to work with some of the most exciting and iconic magazine brands as well as on titles that operate with highly engaged and passionate audiences.  Our publishers produce market leading brands such as Radio Times, Good Housekeeping, Closer, Autocar, Paw Patrol, Grazia, Vogue, Slimming World, Match of the Day, National Geographic and many more.  As a Distributor we work closely with UK and International retailers, wholesale, International Distributors and other parts of the supply chain to ensure our publishers sales, retail marketing and distribution objectives are met.

The Frontline Group is owned by two of the world’s leading publishing companies, Bauer Media and Immediate Media Company. This will give you the opportunity 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 through to senior positions within the Group.

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 the Frontline Group we celebrate our differences and seek to ensure everyone feels welcome, trusted and valued for being their authentic selves.

Bring ‘you’ to the interview

Diversity and inclusion are at the heart of everything we do. We want to make sure that our selection processes are as fair as they can possibly be, providing a level playing field for anyone who wants to come and work with us. Therefore, if you require any adjustments to an interview process, please feel free to get in touch with Jacky De-Boo, HR Advisor at [***jacky.de-boo@flgroup.co.uk***](mailto:jacky.de-boo@flgroup.co.uk)  who will be happy to discuss your needs in complete confidence and we will do everything we can to make this a fair opportunity.

We want to make sure that we find the best people to work in our teams, and one of the ways we do this by ensuring that all our roles reflect a hybrid approach, a combination of in-office and remote working.

Want to see what our People say about working for the Frontline Group? Head on over to our website <https://frontlinedistribution.co.uk/work-with-us/> to find out more.

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/Business-Administrator-34569>

**The deadline for applications is 27th May 2022.**