

## Group Operations Executive

Are you ready to take on the role of Group Operations Executive? To succeed in this position, you must excel at prioritising tasks, be able to solve problems effectively, confidently collaborate with a team, and have proficiency in using Excel.

If you don't meet all the criteria mentioned, please don't let it put you off from applying. At Frontline, we are committed to providing the necessary training and support to all our employees right from the beginning. All we need from you is the willingness to learn.

You will be responsible for building and maintaining collaborative working relationships with Frontline Group's key suppliers to ensure the achievement of KPI's. You will also be providing support for the Group Operations Development Manager in delivering the team's objectives.

Your role will include supporting wholesale and carrier operations performance and account management for Frontline & Seymour, including operational support for the Product re-use.

### Supplier Performance and Operations

- Identifying and introducing process improvements across the Operations team, managed by the Group Operations Development Manager.
- Shortages reporting and resolution – day to day and process improvements.
- Wholesale invoicing queries
- On sale compliance reporting and resolution
- Supplier interactions for Datamail, DB Schenker plus others.
- Working with the Group Supply Chain Executive and Group Operations Development Manager on Operational and Administration improvements and support on Product re use.

### Supporting the wider Operations team with

- Wholesale audit process
- Wholesale communications and WARMS meetings
- Barcode checking. Full management and adherence to the SLA
- Incorrect barcode resolution

### Essential Skills

- Excellent interpersonal skills with the ability to develop and maintain powerful working relationships
- Solution driven approach to overcoming obstacles
- Administration experience in a high-pressure environment where task prioritisation is critical

## 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
- Executive Coaching and Mentoring sessions with accredited coaches
- Informal hybrid working
- 2 paid volunteering days

## About us

The Frontline Group is made up of Frontline, Seymour, Gold Key Media and Routes to Retail. We're the UK's leading retail sales, marketing and distribution company working predominantly in the exciting and diverse areas of publishing and home entertainment. Our key clients include publishers of iconic magazine brands such as Radio Times, Good Housekeeping, TV Choice, Heat, Top Gear, Grazia, Vogue, Slimming World, Cosmopolitan, Empire, National Geographic and 100's more. We also work with major film studios managing their DVD presence within the grocery retail channel and are growing our reach in categories such as books and music with further category expansions on the horizon.

As a Distributor we work closely with UK and International retailers, wholesale, International Distributors and other parts of the supply chain to ensure our client's sales, retail marketing and distribution objectives are met. Through our brand targeting and audience engagement agency Gold Key Media we develop sampling and marketing solutions, and we manage brand placement activities in the events, travel and hospitality sectors across the world.

The Frontline Group is owned by two of the world's leading publishing companies, Bauer Media and Immediate Media Company (Hubert Burda Media). This will provide opportunities to grow your career across a number of different businesses and functions including brand marketing, sales, analytics, insight, finance, IT services, supply chain and publishing.

We strongly believe in developing our own people and have a great track record of supporting and coaching our colleagues, who have then gone on to grow their career within our business. 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 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 are also a registered Disability Confident Committed Employer. We want to make sure that our selection processes are transparent and fair, 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 Leena Samra via email at [leena.samra@flgroup.co.uk](mailto:leena.samra@flgroup.co.uk) who will be happy to discuss your needs in complete confidence.



All our roles offer an informal hybrid working option, combining in-office and remote/home working.

Want to see what our People say about working for us? 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 upload your CV along with a covering letter [here](#)

**The deadline for applications is 4<sup>th</sup> March 2024**



Stuart House (first floor), St John's St, Peterborough, PE1 5DD  
Tel: +44(0) 1733 555161 | [www.frontlinedistribution.co.uk](http://www.frontlinedistribution.co.uk)

