

## Job Description:

**Title:** Commercial Manager

**Reporting to:** Head of UK Sales

**Main Objective:** To deliver the company vision and mission.

To grow Pukka sales, profit & market share through your grocery multiple and online customers.

To develop cross functionally aligned, implementable account strategies and plans allied with the sales and marketing plans.

To develop partnership account plans that will step change our range, space, off shelf feature and consumer activation in all account formats.

To become a transition figure who will inspire customers and the whole Pukka team to change their behaviour to create positive change in the world and help deliver our sustainability goals.

To develop the attitude, skills and behaviours so you realise your full potential and develop into the Head of U.K Sales role within 2 years.

To develop your consciousness.

**Liaison with:** Cross functional team members in Pukka, customers, suppliers & other companies.

### Key Responsibilities

#### Main responsibilities

- Exceeding agreed targets for sales, profitability, volume and customer spend for your accounts on a weekly, monthly, quarterly and annual basis.
- Accurately forecasting and management of plan volumes & customer investment using spreadsheet and internal systems on the above timeframes. Understanding the drivers of change with weekly communication of these changes and making adjustments/trade offs to ensure plan delivery.
- Day to day communication and interaction with Head of U.K sales and cross functional teams to optimise execution of the plans in a changing environment.
- Co-creating cross functionally, implementable partnership account strategies and plans that are delivered within timeframes, required resources and are aligned to the marketing and sales plan.
- Inspiring and engaging customers to create positive change by increasing Pukka range, space, off shelf feature, consumer activation and sustainability agenda & goals.
- To take personal ownership of your personal development so you can be the real you at Pukka, where your passion flows and you realise your amazing potential and thus are ready within two years to be the next Head of U.K Sales.

### General

- To champion Pukka's Mission, Aims, Objectives and Values.
- To participate in Pukka's Appraisal process ensuring own personal development and contributing to the overall development and performance of the Sales team.
- To ensure equality of opportunity is maintained and respected at all times in accordance with the appropriate policies and procedures.
- To work co-operatively with colleagues across Pukka.
- To comply with the statutory provisions of the Health and Safety at Work Act 1974.
- To actively participate in opportunities to communicate within Pukka including attending team meetings.
- To make full use of technology for all appropriate tasks.
- To demonstrate a willingness to work flexibly with others to respond to needs of an evolving organisation.
- To ensure that confidentiality is respected and maintained at all times.
- To perform any other duties as directed by management.

*This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with management.*

## Person Specification

### Qualifications

- Degree level education required.

### Knowledge & Experience

- Graduate scheme at big FMCG preferable.
- Strong track record, which shows an ability to push your potential, in national account management within branded FMCG, including top 4 grocery and online experience.
- Able to demonstrate impressive business achievements, which have been delivered in a collaborative manner.
- Experience of successfully leading JBP discussions and negotiations to a favourable conclusion.

### Skills & Competences

- Drive for Results
- Intellectual Horse Power
- Decision Quality
- Learning Agility – Results/Change/People/Mental
- Interpersonal Savvy
- Customer Focus
- Motivating Others
- Analytical
- Planned & Organised
- Computer literate
- Commercially Savvy
- Functional Technical Skills – Selling, Presenting, Negotiating & Account Management

- Good written English, able to communicate succinctly, and with empathy.

#### **Personal Attributes**

- Passionate
- Compassionate
- Authentic
- Effort
- Resilient
- Open to personal learning
- Humble
- Curious
- Team centred vs self centred

#### **Job Terms**

Salary	Dependent on experience
Hours	9am – 5pm with half hour for lunch, Monday to Friday
Location	Parkview Campus, Bristol. with national travel, moving to The Herb House, Chocolate Factory, Cross Street/Somerdale Road, Keynsham, BS31 2AU in Spring 2018
Holiday	24 days holiday (rising by 1 day for each complete year of service, up to 28 days) plus bank holidays
Benefits	Pukka tea to drink during working time. Pension, Range of staff welfare benefits (product allowance and discount, complementary health) Personal and professional development, free parking.