

# A Whole Lot More Training. Engagement Teamwork Progression Culture Talent

**Role:** Trading Assistant

**Location of Role:** Carnbane, Newry

**Salary:** Attractive

**Rule Purpose:** Responsible for assisting Trading Manager on the day to day trading of categories, in an administrative capacity including data entry, price changes, promotions, new products along with other ad hoc tasks. The Trading Assistant will work with all other functions within the business including Finance, Sales, Marketing, re-order and Operations to ensure that their traders categories are optimised to full potential.

**Accountable to:** Trading Manager

**Key Relationships:** Trading Manager, Trading Director, Sales, Marketing, Customer Service, Finance and Warehouse Managers.

**Our Vision** – to be a successful business, growing our presence across the island of Ireland as a wholesaler and retail partner of choice.





**Our Mission** – we go above and beyond to support those who trust in us to keep their business thriving. We serve our customers better than anyone else due to our flexible way of working. Our customer focused approach allows us to react quickly, communicate effectively and deliver our products reliably, time after time.

## **Core Responsibilities**

- Support Senior Trading manager on all key tasks
- Management and administration of product ranges
- Manage product information flow from suppliers within a set calendar.
- Collate market information
- Build relationships with other departments including sales, operations and I.T to enhance the customer experience
- Maintain customers price files
- Accurately collate data and update internal documents

*New developments and changes to customer requirements mean that processes and their associated tasks and functions do not remain static. In order to remain flexible, responsive and competitive, S&W Wholesale Ltd reserves the right to adapt roles and responsibilities in response to operational changes and there is a reasonable expectation of adaption to new or modified working methods as required.*

Trading Assistant

Criterion	Essential	Desirable
<p><b>Going Further</b></p> 	<p>Minimum Grade C achieved in GCSE Math and English or equivalent</p>	
<p><b>Keeping It Simple</b></p> 	<p>3yrs previous administration experience Wholesale / retail experience</p>	<p>Previous experience of dealing with suppliers</p>
<p><b>Delivering as One Team</b></p> 	<p>Microsoft Office (Excel, Outlook) experience Ability to work on your own initiative and also within a team Able to plan and organize workload to achieve key deadlines Good communication and interpersonal skills</p>	<p>Strong analytical skills.</p>
<p><b>Working Honestly</b></p> 	<p>Customer and Supplier Focused Team player "Can do positive attitude"</p>	

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