

**BASED IN MANCHESTER, UK,**

**SALARY: £40K - £50K + BONUS - PPE WORKWEAR**

## The Company

The company has a very strong brand presence and reputation for delivering premium workwear and corporate clothing to many end users across the UK. They are looking for someone with excellent time management, appointment coordination and client management.

## The Role

- Assisting with and improving upon administrative functions by providing valuable feedback and suggestions for improvement
- Keep up to date with Market trends through extensive research
- Provide feedback and critical analysis through regular reports and communication
- Assist MD with administration and internal liaison
- Handle contract negotiations with distributors and customers
- Managing ongoing projects and initiating new ones through:
  - Overseeing the launch of websites
  - Attending Consumer shows
  - Providing support to distributors
  - Dedicate yourself to the setup and support of new customers
  - Working in a team to meet targets
  - Ensuring that products and services meet customer requirements

## The Candidate

- Dedicates themselves to delivering the highest quality customer service
- Works well both independently and in a team, displaying both leadership and conformance
- Computer literate
- Previous experience in a similar role
- A verifiable track record of achieving and exceeding targets within distributors or end users
- Demonstrable levels of success in delivering business objectives, international sales growth and profitability
- Be well organised, thorough and with the ability to prioritise own workload and delegate effectively.

**TO APPLY, EMAIL:** [Jamie@tagsearchandselect.com](mailto:Jamie@tagsearchandselect.com)