



Job Title- Commercial Coordinator

Location: Newport, Shropshire

Hours: 8 – 5pm / Monday to Friday

Salary: £25k

Line Manager: Head of Sales

Direct Reports: N/A

Who we are:

Jupiter Group are an exciting, global fresh produce grower with a HQ based in the West Midlands. The company have customers and suppliers across the world and ambitious plans for growth.

Their positive company culture and values are extremely important and must be upheld by any applicant. The fast-paced international business nurtures a culture of self-motivated, hardworking and honest individuals.

Scope of Role:

Reporting to the Head of Sales, the Commercial Coordinator will be assisting our Sales team with developing sales plans, communicating with Customers to determine their needs and conducting research to identify new sales leads. You will possess excellent interpersonal skills and have knowledge of customer relationship management, ensuring you are keeping with the goals of the business and our vision to be the most transparent fresh produce company in the world. Through the formulation and implementation of strategic growth plans the Commercial Coordinator will help support the business growth to meet targets of the Group.

Responsibilities:

Including but not restricted to:

- Provide ongoing account support to existing customers assigned by the Sales team
- Informing new and existing customers of promotions, upgraded product lines and offers
- Interacting with customers on the facilitation of supply by working collaboratively and being solutions focused
- Conducting sales research and identifying new sales opportunities
- Documenting processes and maintaining sales department records
- Report on the status of accounts
- Coordinate with Account Managers to create customised sales plans for key customers
- Build strong client relationships, through regular communication
- Communicate product and pricing details clearly

Requirements:

- Excellent communication skills
- Highly organised with a keen eye for detail
- Ability to independently prioritise workloads and tasks, whilst in a busy environment

- Ability to adapt to and comply with internal and external business process
- Administrative and computer skills
- Competence in Microsoft Office products

Benefits:

- 21 days holiday + Bank Holidays
- Performance related pay scheme
- Relaxed multicultural environment and dress code
- Walking distance to local amenities
- Full domestic kitchen on site
- Annual group wide social event

NOTICE: please refer to the **Data Privacy Statement** on our website footer at www.jupitermarketingltd.com to access information on how we will process, store and delete your personal data should you apply for a position within the Jupiter Group.

PLEASE NOTE: We request two reference contacts with your application for this role. If you do not wish for referees to be contacted prior to a job being offered, you must clearly indicate this within your application.