

Job Title: Sales & Logistics Administrator
Salary: £21,175 - £24,675 dependant on experience
Hours: 40 hours
Location: North Brewing Co Ltd
Springwell
Buslingthorpe Lane
Leeds
LS7 2DF

Are you looking for Sales & Logistics Admin work at an independent brewery with a great team culture and passion for the beer that we produce? Are you wanting to join the adventure of a fast-paced operation and a rapidly growing company?

We are looking for an enthusiastic and highly organised individual to join our Sales & Logistics office team. In this role, you will play a critical part in getting our great beer out to our equally great customers! Have a look below and see if this could be the role for you:

RESPONSIBILITIES:

We are looking for an organised and professional individual, with high attention to detail and outstanding communication skills, to work within a growing team of vibrant, creative and down to earth individuals. The ideal candidate will have a positive, friendly and professional attitude and take pride in their work.

The Sales and Logistics Assistant will be responsible for ensuring that the Sales & Logistics Manager is fully supported and assisted in any day-to-day needs. Given the small nature of the team duties can vary, so the ideal candidate should be positive and flexible in their approach to work.

CUSTOMER SERVICE

- Friendly and professional handling of telephone and email queries.
- Represent the brand positively in all customer facing interactions and ensure the maximisation of sales opportunities.

SALES ADMINISTRATION:

- Ensure accurate preparation, and processing of invoices and pick lists for the Warehouse team.
- Creation of weekly availability list.
- Taking payment for sales made at the brewery.
- Ensuring all customer details are accurate and held in accordance with GDPR.
- Sales Reporting on a weekly basis for discussion within Management Team.
- Ensuring that all invoices are accurately managed and provided as required to the Finance team.
- Utilising Brewery Stock Management System to ensure that all stock is managed and sold and traceable in accordance with Food Standards.

LOGISTICS PLANNING & ADMINISTRATION:

- Working with customers to arrange for successful and timely shipment of their goods.

- Booking collections with Hauliers in line with the Warehouse team.

PROMOTING THE BRAND:

- Positively promoting the North Brewing Co. brand in all interactions both internally and externally.
- Promote the North Brewing Co. mission and values in all undertakings.

**The above is a non-exhaustive list. Being a rapidly growing business, it is an ever-evolving list and key to the smooth running of our brewery is having a strong, collaborative team who have a genuine desire to help each other.*

EXPERIENCE & ATTRIBUTES REQUIRED:

The duties listed above require an office coordinator with relevant experience or transferable skills. All of the following skills are required for this role and the successful applicant will show evidence, or provide examples, of the following:

- 10 GCSEs (or equivalent) at Grade C or above, although applicants may be considered if this has not been achieved. (English at grade C or above is a pre-requisite)
- Outstanding oral and written communication skills; including clear spoken and written English, an understanding of the importance of spelling and grammar, an ability to communicate professionally and effectively with people at various levels within the company and with external parties.
- Confident working with computers. This should include an extensive knowledge of the Google suite of products, Microsoft Office, and/or a willingness to attend training in order to achieve such knowledge.
- A strong desire for accuracy and high levels of attention to detail, even when under pressure.
- Phenomenal organisation skills.
- Self motivated with an ability to take the initiative and proactively tackle challenges that may arise.
- Punctual and reliable.
- Excellent interpersonal skills.
- An ability to prioritise and multi task.
- An understanding of data protection requirements, confidentiality and how to deal with sensitive information.
- Willingness to take on complex and challenging tasks, even those that may seem daunting at first, and to use problem solving skills to generate solutions.
- An ability to ask when help is needed, follow instructions when given, and react positively to developmental feedback.
- Have an understanding of the deadlines facing not only yourself, but the team as whole; maintain flexibility in order to meet deadlines when required.
- A motivation to develop a passion for the company, its mission, and the team.
- Experience of working in a fast-paced business, where Customer Service is at the heart of everything we do.
- A team player with enthusiasm, optimism, and a cheery disposition.

DESIRABLE EXPERIENCE:

- Experience of dealing with exported goods and the processing of relevant paperwork.
- Account Management Experience.
- Beer knowledge and experience within the Brewing/Hospitality Industry.

WHAT WE CAN OFFER TO YOU BEYOND A SALARY:

- 28 Days of Annual Leave (including 8 bank holidays)
- Compassionate leave separate from holiday
- 1 week 'Life leave' separate from holiday
- 2 weeks company sick pay
- Access to a Staff Wellbeing Team
- Generous Parental Leave
- Sustainably sourced merchandise and discounts for staff
- A Health Cash Plan that allows staff to claim money towards health costs such as prescriptions, dental costs etc...
- Cycle scheme and tech scheme
- Further training and development opportunities for the right candidate with a good attitude.
- An opportunity to join a great team at one of the UK's best & fastest growing Independent Craft Brewers.
- Opportunity to learn about a variety of duties in a small and inclusive company.
- Job security - as we continue to grow our brewery operation, we get busier and busier. Which is why we need you to help get all the beer out to our thirsty customers!

COMPANY BACKGROUND:

North Brewing Co. - Springwell is our Flagship Brewery and Tap Room, a mere one mile stroll down the road from our sister company North Bar. Since launching in 2015, our brewery has quickly established itself amongst the leading breweries in the country. We make beers like they should be: big juicy flavours with tonnes of hops; fun, playful and interesting flavour combinations and classics that demonstrate an uncompromising approach to quality. From our best-selling Sputnik Pale Ale to award-winning Transmission IPA to some truly fantastic collabs with breweries from across the World.

We have an exciting opportunity for you to join our expanding brewery which is full of passion and potential. You will be working as part of a fantastic team who are dedicated to working together on the production, packaging and delivery of the fantastic product that we produce. If you have a sense of adventure, integrity, a hard work ethic and an uncompromising ethos when it comes to quality then this is the job for you.