



## **JOB DESCRIPTION**

**Job Title**            **Junior National Account Manager**

**Department**       **Sales - National**

**Location**           **London and home counties**

### **Overview of role**

The Hotels and Catering team is budgeted to turnover £25m in 2024, and has scope to grow further through new business wins. The JNAM role will be instrumental in supporting the team to deliver on strategic goals and maintain industry leading service levels within key accounts. Responsible for delivering added value initiatives, helping to build stronger relationships and develop key accounts, the role allows for excellent exposure to the national channel and offers an exciting and varied account base.

### **Duties & responsibilities**

Aligned to the channel objectives, the JNAM will support the achievement of agreed volume, revenue and margin budgets by working closely with the senior account management team on a day-to-day basis. The role is field based and requires ability to travel within the region to support customers as part of a wider strategy.

- Customer relationship development and day to day account management.
- Planning and forecasting where appropriate for individual or group sites.
- Ensuring the right products are on site and supporting the customer to increase sales of key categories.
- Support the launch of new drinks lists and the relevant planning and review required before and after launch.
- Promotional planning alongside the senior management team and the marketing/brand team.
- Delivering onsite training sessions as well as occasional event hosting and support.

### **Other:**

- Communicate all relevant information/opportunities and updates on each customer to the relevant team within the business (Sales Operations, National Account Managers, Customer Marketing, Demand Planning).
- Support and work on specific projects where applicable as required.
- Positive and professional approach to all tasks with a strong focus on prioritisation in a fast-paced environment.
- An understanding and positive reflection of the values of Enotria&Coe in all aspects of the role.



## Person Specification

	<b><i>Essential</i></b>	<b><i>Desirable</i></b>
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Good education, GCSE Maths and English or equivalent as a minimum</li> <li>• WSET Level 3 or equivalent qualification</li> <li>• Full Driving Licence essential</li> </ul>	<ul style="list-style-type: none"> <li>• WSET Level 4 or equivalent</li> </ul>
Knowledge/ Experience	<ul style="list-style-type: none"> <li>• Good understanding of strategic account management and ability to identify joint opportunities and to feedback accordingly</li> <li>• An understanding of customer account plans and the joint business opportunities</li> <li>• Experience of developing strong relationships</li> <li>• Comfortable in presenting and ability to flex style where appropriate</li> <li>• Experience of delivering training sessions or wine events</li> <li>• Knowledge and experience of the UK drinks trade and current trends across multiple categories</li> </ul>	
Skills/ Abilities	<ul style="list-style-type: none"> <li>• High energy and focus on making a difference to our customers</li> <li>• Managing diary and workload independently and prioritising where appropriate</li> <li>• Great influencing and powerful communication skills.</li> <li>• Commercial awareness and exposure to key sales skills.</li> <li>• Strong data analysis and interpretation.</li> <li>• Ability to work in a fast paced, challenging and exciting environment.</li> <li>• Positive attitude and resilient with the ability to work independently with the full support of the team.</li> <li>• Strong presentation skills at all customer levels.</li> <li>• Team player.</li> <li>• Ability to network both with customers but also within E&amp;C to develop good working relationships.</li> <li>• Excellent attention to detail and accuracy.</li> </ul>	