

### JOB ROLE PROFILE

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<b>Business Title:</b>	W M Thompson (York) Limited
<b>Job Title:</b>	Commercial Administrator
<b>Reports To:</b>	Pricing & Contracts Supervisor
<b>Work Location:</b>	Jubilee Mill, Murton, York, YO19 5UT
<b>Work Environment:</b>	Ground floor office, general office environment. Enclosed workspace. Working with display screen equipment. Some movement around site where HGVs operate.
<b>Hours of Work:</b>	37.5 hours per week, 8:30am – 5:00pm (inclusive of 1 hour unpaid break for lunch), Monday - Friday
<b>Job Type:</b>	Permanent
<b>Shift Work:</b>	No
<b>Driving License Required:</b>	Full UK Driving license is beneficial due to location

### About Us

Founded in 1926, Thompsons of York produce and supply the highest quality animal feeds to British farmers. Our mill is fully accredited to the Universal Feed Assurance Scheme (UFAS), ensuring feed products match the demands of the major retailers. We have always taken pride in the quality, safe manufacture, handling and storage of our feeding stuffs. Our customers know and trust the Thompsons name and the food safety assurances that enable them to compete in their markets.

### About the Role

Reporting to the Pricing & Contracts Supervisor key responsibilities are detailed below:

- Daily pricing of dispatched sales orders ready for invoicing.
- Producing and issuing company price lists to internal sales teams and external customers.
- Completing monthly company price updates in Microsoft D365 & IBM systems
- Responsibility for correctly inputting pricing agreements and contract information into Microsoft D365 & IBM.
- Producing and issuing monthly sales commission reports for sales representatives
- Producing weekly and monthly reports for customers and internally to monitor sales margins and contract usage.
- Logging Non-Conformance Incidents and assisting in the follow up of actions set.
- Assisting with Commercial projects and campaigns
- Have the ability to analyse and evaluate data to identify any adjustments that can improve performance across the business.

- Shared responsibility for day-to-day tasks which fall within the scope of an office administrator including, but not limited to, shared email mailbox management, answering the phone and directing enquiries.
- General commercial administration duties.
- Must be competent in software programs such as Microsoft Office, Excel etc

### Personal Skills

- Approach everything you do with integrity and confidentiality
- Ability to be able to motivate yourself and work independently
- Ability to build strong relationships within the company with other departments and key customers
- Flexible, can-do attitude with the ability to cope working across a range of areas in a busy commercial environment
- Excellent time management skills and the ability to work to tight deadlines
- Excellent numeracy, written and verbal skills
- Excellent reporting and analytical skills
- High levels of accuracy and attention to detail

In addition to the above, the post holder will be expected to carry out any reasonable task which falls within the scope and purpose of the post and which managers feel lies within their capabilities.

Staff engaged by W M Thompsons (York) Limited are engaged in accordance with the company's standard terms and conditions of employment.