

LAITHWAITES

Position Title	Trading Administrator
Job Purpose	To support the Trading department with campaign set up, maintenance and reporting. Identifying, communicating, and resolving system and customer issues.
Key Responsibilities	<ul style="list-style-type: none"> • Support the Trading team with campaign planning, set up and go live • Raise and follow up any customer or systems related offer issues. Support the testing and implementation of solutions • Communicate offer/product/customer risks and issues with swiftness and efficiency • Setup and maintenance of BOMs and offers in Powerplan and D365 • Create and circulate forecasts for all campaigns • Upload data such as pricing and exclusions into D365 • Create GMS offer placeholders and support the team with updates including creation of trackcodes • Assist with copy checking all promotional artwork ensuring details match forecasts • Identify shortfall and excess stock issues and support Merchandisers in resolutions • Own ad hoc tasks across the department • Understand and assist with product availability reports and processes • Potential for evening and weekend cover during operationally busy times
Preferred Experience	<ul style="list-style-type: none"> • Experience in an administrative role • Proficient with Microsoft Office, especially Excel • Basic knowledge of D365 and Business Objects • Good knowledge of our wine range
Personal Qualities & Skills	<ul style="list-style-type: none"> • Numerate and analytical, with excellent attention to detail • Well organised and able to prioritise, especially under pressure • Ability to work to deadlines and be proactive • Excellent communication skills