



## VACANCY

<b>Role:</b>	Customer Service Co-ordinator
<b>Hours of Work:</b>	35 hours per week. Working Monday to Friday and 1 in every 3 weekends.
<b>Salary:</b>	£18,000.00 per annum
<b>Site:</b>	Head Office, Pen-y-fan Bakery

### Role description:

To support National Account Manager, working in the customer service department completing all necessary administrative duties.

- Processing customer orders and ensuring accurate input via the computerised system on the AS400
- Maintain proof of delivery system – liaise with finance
- Sales link with the finance department, help attend sales/finance meetings, help resolve queries
- Complete paperwork for all routes
- Keep route records updated
- Assist with and complete ad hoc administrative duties e.g. ASN
- Develop effective working relationships with all customers, account managers and sales team
- Support all promotional activity
- Support members of the sales team when required (project or ad hoc work)
- Assist with any sales & marketing activities

To apply, please submit an application form/CV to [vacancies@bracesbakery.co.uk](mailto:vacancies@bracesbakery.co.uk) or alternatively hand it in to the HR Department.