



Job Title: Key Accounts Assistant
Salary: £24k+ depending upon experience
Location: Redhill, Salfords, Horley, Reigate
Job Type: Permanent
Date Available: 1st February 2018

Job Description

Softline are gearing up for our next phase of growth and we are recruiting for a Key Accounts Assistant to help manage some of our large accounts and support our existing operations and sales teams.

The role is office based, but will require travel to see customers as required.

Softline UK

Established in 1989, Softline UK is a technology distributor that focuses on Apple Third Party Accessories. Softline was one of the first distributor's of Mac Software in the UK market, establishing retail relationships with many of the top technology retailers. Since 2010, Softline have emerged as one of the leading value add distributors of hardware technology, such as Apple accessories, Smart Connected devices and Sports Technology products.

Job Responsibilities

- Deliver exceptional administrative and operational support to our existing sales and operations teams
- Co-ordination and control of stock and deliveries across Europe.
- Confidently build and maintain relationships with customers and suppliers.
- Help manage operational efficiency across all areas including sales order processing and systems
- Use and maintain in-house operations systems and processes to accurately report and measure.
- Work closely with each individual brand and Softline management team to achieve consistent and accurate supply

Desirable requirements

Candidate should ideally have some or all of the following attributes:

- Excellent operations and administration skills
- Computer literate, specifically MS Office and ability to learn turnkey

systems

- Good analysis skills
- Excellent Interpersonal skills
- Self-motivation, enthusiasm and the ability to work within a small team

Location

Softline is a small team of like-minded and enthusiastic individuals based in Salfords, Surrey (near Gatwick).

If you are interested in this role, please send your CV and a covering letter to opportunity@softlineuk.com.