

Job Description: Graduate Export Sales Assistant



Department: Export Sales

Job role overview: We're currently seeking a commercially focused graduate to join our busy Export Sales department. As an essential member of the team, your core role will be to support the Export Sales Team in a wide variety of tasks, as well as supporting our 22 worldwide distributors.

Ideally you will have graduated with a commercially focused degree and be keen to pursue a fast-paced career within international sales, from day 1 you'll have exposure to our business partners around the world and be able to make a real impact on the sales performance. You'll have a broad remit and be encouraged to adapt and improve processes, increase communication and help the team to drive sales performance globally.

Report to: Head of Export Sales / Department Financial Controller

Location: Factory 2, Hinckley, Leicestershire

Duties and Responsibilities:

- Bike Sales
 - Supporting the team to achieve stated motorcycle wholesale targets
 - Arranging bike shipments and invoicing (from UK)
 - Maintain monthly motorcycle forecast & build/stock monitoring
 - Prepare shipping documentation (pro-forma invoices, CoO, ATR, certified documents etc).
 - Raising demo allowances for distributors in line with the demo allowance procedure
 - Arranging special loads and bikes for direct order markets
 - Liaise with UK and Thailand factory staff to progress build, re-work issues and the general despatch of motorcycles
 - Liaise with other departments as and when needed to fulfil the above
- Reporting
 - Compilation of sales and market data for Export sales markets
 - Contribute to required Parts Clothing and Accessory reporting as well as order takes from Distributors
- Distributor support
 - Answering daily shipping queries from distributors & shippers
 - Responding to general enquires from distributors on the following;
 - Accounts
 - Pricing
 - Clothing
 - Accessories
- General administration
 - Issue weekly statements / invoicing and general credit control
 - Follow up on statement queries
 - Monitor incoming payments from D/D
 - Ensure logistics provide the supporting paperwork for shipments, i.e. customs declarations
 - Respond to new market enquiries
 - Raising and tracking Manual credits/invoices (for demonstrators in market as well as sales promotions).
- Events
 - Assist in event organisation.

Person Specification: Graduate Export Sales Assistant



	Essential	Desirable
Qualifications and Attainments	Degree in Business, Marketing or a commercially focused subject.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of working within an automotive or manufacturing environment.
Personality and Motivation	<p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work under pressure.</p> <p>Excellent communication skills, clear and concise written and verbal skills</p>	
Appearance and Characteristics Circumstances	Well presented.	
	Able to be flexible on working hours.	