***Pricing and Ecommerce Administrator***

Wightman & Parrish are distributors of cleaning and hygiene products to businesses which operate in the Health and Hygiene Industry. Our ‘Intelligent Approach’ is a concept which sees us working in partnership with our Customers by ensuring the right product, is in the right place at the right time, every time.

We are looking for a person to join our Pricing and Ecommerce department who is good with numbers, is organised, has excellent attention to detail and has a can do attitude. If you have a keen interest in business and love to develop yourself, and want to work for a multi-million pound company that puts employees first, then this role could be suited to you.

***The role***

The purpose of the role is to help the company deliver the sales and gross profit growth objectives by assisting in; contract reviews, manufacturers’ price increases, selling prices and gross profit margin, bench-marking prices, tender submissions and working closely with our marketing coordinator on maintaining the ecommerce platforms.

***Key responsibilities***

* Applying and communication of manufacturer’s price increases and help in improving profit margins
* Liaise with suppliers, sales, customer service and purchasing regarding product costs, price queries, fixed prices, promotions and low margin items, to ensure that the company’s margin is maximised where possible
* Analyse, monitor, report on customer pricing, margins and competitor pricing
* Assist with tender submissions
* General administration including setting up new accounts, maintaining and updating the department records to a high standard and old files are kept
* Updating of website product information, support with website updates, website troubleshooting and website testing

***Skills and Qualifications***

* Ideally three years’ experience in a similar commercial role
* Mathematics and English GCSEs and at least 2 A-Levels
* Ability to work under pressure to achieve strict deadlines
* Understanding of cost, selling and margin calculations. Good with numbers.
* Excellent written communication and problem solving skills
* Outstanding attention to detail, organised and efficient (Belbin Completer Finisher)
* Proactive and able to work on their own initiative
* Experience of using of ERP systems (e.g. SAP/Nav/Sage etc.)
* Experience working with ecommerce platforms and google merchant shopping feeds advantageous
* Good level in Excel (Pivot tables, Formulas, Tables and data analysis), Intermediate in Word and PowerPoint

***Working Conditions***

Office based, potentially with hybrid working. Lives within easy reach of our office in Hailsham.

***In return we offer***

* Paid holidays starting with 20 days plus bank holidays
* Staff discount scheme
* Profit share (after one years completed service)