

Sales support and admin genius

Clark Foyster Wines Ltd

London, United Kingdom Full Time

Compensation: £22,000 to £26,000 Annually

Company bonus scheme (on top of the above). Sponsorship for WSET courses.

Reference: Sales support

Clark Foyster Wines Ltd is a specialist wine importer founded in West London (W5) in 2003. We're passionate about wine and we pride ourselves on our relationships with wine producers and customers alike. Customer service is a top priority and you'll play a key role in a well-regarded and growing business dealing with customers who have high expectations. You'll find yourself in daily contact with a variety of different people and you'll need to be a genuine 'people person' as well as formidably well-organised when it comes to data and logistics.

We need an exceptional multi-tasker to deal with the following:-

- Managing customer orders and invoices
- Sales support and customer service
- Financial admin and bookkeeping including credit control
- Marketing events and database management
- Office admin

The key skills/qualities which we're looking for:-

- Strong problem-solving skills: ability to identify problems and come up with practical solutions
- Independent worker with plenty of initiative who is also responsive to the needs of the team
- Excellent attention to detail and ability to work under time pressure, while managing multiple demands and deadlines
- Adaptable and tactful approach to people; you'll need to respond effectively to a wide variety of different people and situations
- Strong IT skills, especially Excel, web-based applications, facility with transferring data between applications
- Accounts experience and proven numeracy skills
- Genuine interest in wine, and ideally prior experience in the wine trade or in hospitality
- Strong spoken and written communication skills; a second European language would be a distinct advantage
- A flexible approach; willing to pick up new skills and tasks and get stuck in

Additional Application Instructions

Please contact Isabelle Clark at cfwjob@gmail.com to request further details or to apply for this role. If you wish to apply, then please send an email to explain why you are the person we are looking for and attach your CV. Closing date for applications is Friday 23rd February.

Desired WSET Qualifications

Level 2 Award in Wine and Spirits

Sector

Operations/Admin

Specialism

Wine