Job Description

**1. Job Details:**

**Job Title:** Trading Project Coordinator

##### Division: Blakemore Trade Partners

**Department:** Trading

**Responsible To:** Trading Director

**2. Job Purpose:**

* Commercial and administration support to the Trading Director for BTP and BR
* A personal development opportunity to move in to a commercial role within Trading

**3. Key Tasks / Responsibilities:**

* Diary management for the Trading Director
* Preparation of commercial documents for the analysis of sales , profit and income for the Trading Director
* Preparation for Top to Top meetings for the Trading Director and Suppliers
* Involvement in Top to Top meetings, preparing agendas and taking minutes.
* Collation of responses and papers relevant to the GBC
* Managing commercial information for new suppliers and new products introduced to the business
* Management of department specific projects

**4. Financial Responsibilities:**

* None

**5. Generic Responsibilities**

* Ensure compliance with all aspects of “The Blakemore Way”
* Maintain employee and organisational confidentiality in line with Data Protection Act
* Demonstrate commitment to Equality and Diversity
* Comply with Health and Safety responsibilities in line with the company Health, Safety & Environmental Policy
* Comply with all other policy and legal requirements in relation to role

**6. Other:**

This job description describes the main responsibilities of the post holder but is not intended to cover in detail all the tasks required of the post. The post holder may be required to carry out other duties as requested by management; however these will not be unreasonable and will be appropriate to the level of post. As circumstances change, responsibilities may be amended to reflect new requirements of the post but levels of responsibility and the nature of duties will remain consistent. The post holder will be fully consulted on any significant changes.

On occasions the post holder will be required to work away from designated work place which may involve staying away from home as and when required in accordance with the needs of the business. The post holder will be responsible for the appropriate use and maintenance of any company vehicle used

This role would be suitable for someone with trading experience or someone looking to make a career move into a trading role.

**Signature of post holder:**

**Name of post holder: Date:**

**Person Specification**

**1. Job Title:** Trading Project Co-ordinator

**2. Last Revision Date:** April 2015

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| **3. Education / Qualifications / Licences** | | |
| Essential | **Desirable** | **Measured By** |
| * 5 x GCSE or equivalent (A-C) | A Level / Degree Qualifications | Application Form / CV / Original Documentation |
| **4. Skills / Abilities / Knowledge / Experience** | | |
| Essential | **Desirable** | **Measured By** |
| * Competence in Microsoft Word and Excel | * Competence in all other Microsoft programmes * Retail / wholesale buying experience | Competency Based Interview / Assessment |
| **5. Behaviour / Attitude** | | |
| Essential | **Desirable** | **Measured By** |
| * Compliance with company values and relevant levels of the company leadership framework |  | Competency Based Interview / Assessment |

**Signature of post holder:**

**Name of post holder: Date:**