



#BESTUNDERPRESSURE

ENGINEERED
IN GREAT BRITAIN

CAREERS

Commercial Assistant

Reporting to the Commercial Manager the Assistant will be responsible for supporting the Commercial team in all aspects of their work.

The Commercial Assistant will become the “go to person” for all admin tasks keeping themselves and the Commercial team up to date with all tasks and projects.

Responsibilities will include:

- Building relationships with customers to generate new sales through gap analysis, price changes and new products/part numbers
- Analysing pricing and making recommendations based on pre-approved guidelines
- Competitor analysis and then changes to our offer as a result
- Customer management
- Build deep, trusted relationships with our key accounts
- Assist Sales team with product queries – this will include cross referencing, pricing, bill of contents enquiries, sourcing and catalogue requests

Key skills required:

- Customer first approach
- Excellent IT skills especially Microsoft Office and in particular Excel (formulas, pivot tables)
- Analytical approach to problem solving
- Excellent time management and organisational skills
- Excellent written and oral communication skills
- Meticulous attention to detail
- Process driven individual
- Highly motivated
- Team working, able to build strong relationships
- Innovative thinker

This role would suit a recent graduate or college leaver who would like to begin their career at an innovative, dynamic business.

Apply now by visiting
www.bgautomotive.co.uk/careers

