

Beijer Ref UK & Ireland

Trainee Sales Analyst

Morley, Leeds

Would you like to join a forward thinking company that invests in people and their development?

Beijer Ref UK & Ireland is a leading group of refrigeration and air conditioning wholesalers with 47 branch outlets and utilises two distribution centres for centralised stocks. There are 4 wholesalers within the group; Dean & Wood Ltd, HRP Ltd, RW Refrigeration Wholesale Ltd and DWG Refrigeration Wholesale Ltd (Ireland). Also within the group is our MHI (Mitsubishi Heavy Industries) air conditioning business, Beijer Ref Refrigerants and Beijer Ref Academy.

We are recruiting for a Trainee Sales Analyst at our office in Morley, Leeds.

The Trainee Sales Analyst is expected to assist the sales teams in achieving company sales objectives and maximising customer profitability.

Your main duties / responsibilities will be:

- Day-to-day sales administration duties, mainly working in MS Excel, Qlik and SAP
- Maintain customer discount quotations and product prices on SAP and issue customer price lists.
- Compile pricing exceptions reports for business directors.
- Deal with pricing enquiries internal / external
- Compile and analyse data from our SAP and Qlik systems
- Monitor and evaluate sales performance
- Prepare accurate reports using data from internal and external sources
- Regular reporting for customers and internal teams
- Assist import/export administration team in their absence
- Assist with website optimisation and expansion of company market share via E-commerce (B2B)

The ideal candidate will be a flexible person who enjoys working as part of a small team. You will have the following skills and experience:

- Previous experience in an Administration role would be an advantage
- Excellent numeracy, accuracy, literacy and communication skills
- Good knowledge of Microsoft systems; Excel, Word and Outlook
- Knowledge of SAP business software would be an advantage, but not essential

Please apply, enclosing your current CV and salary expectations, and detail in the application how your experience and skill set will help you in this role.

recruitment@beijerref.co.uk

Tel. 01372 389221

Applications: recruitment@beijerref.co.uk - 01372 389221