



Sales Administration Role required for ABP Food Group

ABP Food Group is one of Europe's leading privately owned agribusiness organisation. We are the UK and Ireland's largest beef processors. We are currently recruiting for the following role of a Sales Administrator within ABP Food Group

The successful individual will act as a chain of communication between our German customers and ABP. This is an exciting diverse opportunity as the successful candidate will gain an insight into every department including sales, transport and production to name a few. The successful candidate will be based in ABP Cahir, Co. Tipperary.

Responsibilities:

- Processing and communicating the weekly German orders between customers and ABP sites.
- Organising and Monitoring promotion- ensuring sites fulfil the promotion plans.
- Creating and Implementing German customer specifications.
- Organising and assembling German transport each week.
- Carrying out Quality checks on German products
- Administrating some German Customer Accounts
- Provide administrative support to senior staff members and account managers
- Complete weekly research on behalf of the department and providing feedback to account managers where necessary
- Provide reporting support for key clients on excel and internal systems
- Closely monitor marketplace activity
- Efficiently liaise with all other departments

Competencies and skills we look for in this role:

- You should enjoy being challenged.
- Business/Commerce degree or relevant qualification.
- Analyzing problems and coming up with ideas.
- You should have the drive, confidence and resilience to get things done.
- A basic level of German would be desired, but not essential
- Strong Microsoft Office Skills - particularly in excel
- Ability to understand, breakdown and communicate various information
- Excellent organisational and time management skills
- Ability to work on own initiative and within a team
- Excellent attention to detail and both verbal and written communication skills
- Good interpersonal skills with an ability to interact with people at all levels
- Good numerical skills are essential
- Full Clean Driver's license essential

This is an excellent opportunity for someone seeking a challenging career with one of the largest indigenous agri-business in Ireland. Please send your CV to recruitment@abpireland.com