

## Michton Ltd – The Chocolate Factory & BakeArt.

Sales Support Assistant: August 2012.

Michton Ltd is a family business with its heart fixed on producing unique, quality products right here in the UK. Innovation, enthusiasm and a love of what we do is at the core of our philosophy, and has helped us along the challenging road of manufacturing. From its head office and manufacturing base in Swansea, Michton Ltd supply a wide range of high end bakery products and cake decorations as well as a range of chocolate products to a number of prestigious clients.

As a result of recent successes with our client base and with more potential opportunities in the near future, Michton Ltd. are pleased to say that a new and exciting opportunity has arisen for a sales support assistant to assist with the day to day management of prestigious national retail accounts.

### The Role:

- Working closely with a dedicated national account manager.
- Liaising with clients, suppliers and internal colleagues.
- Raising orders, internal and external.
- Co-ordinating product development.
- Managing multiple activities.
- Reporting directly to line manager.

### The ideal applicant will have:

- Good customer care skills.
- Good written and verbal English.
- Accuracy and attention to detail.
- Good organisational skills.
- Good computer and keyboard skills.
- An ability to work under pressure and to deadlines.
- An ability to work independently and as a team.
- High levels of initiative.
- Good administrative skills.
- Be quick to learn.
- Be Proactive.
- Been educated to at least GCSE level with strong examination results in English and Mathematics.

Experience of working with large prestigious retail accounts would be an advantage.

The position will entail travel away from home. *This is not a 9 to 5 position.*

It is envisaged that the role will be for a minimum of 3 months with a view to extending if satisfactory progress is made.

There will also be opportunities for further advancement to account manager level.

Candidates must be able to prove their eligibility to work in the UK.