

Account Planner

Job Description / Person Specification

The nitty gritty of the role:

Reporting to	Logistics Manager
Normal Working hours	37hrs / week Mon – Thu 8hrs Fri - 5hrs
Remuneration	Range £30,000 to £35,000 per year Key Staff Bonus
Standard stuff:	
Holiday	5 weeks + bank holidays + long service extra days
Pension Scheme	Auto Enrollment (5%+3% contributions)
Parking	Free parking on site
Perfect Attendance Bonus	Annual bonus for “perfect” attendance

Who are we looking for:

This is a dynamic customer and supplier facing role that is vital to our success.

Account Planners manage the day to day communication with a small number of customers (small number, but lots of work!), the planning of work into and through the factory for those customers and they oversee the material buying and kit clearing with the assistance from the buying team and stores.

The skills you will need to excel at include:

- Great communication – customers, suppliers and colleagues
- Component / Electronics knowledge – you must be proficient in our industry
- Commercial know how – quotes and margin monitoring
- Business Systems – expert knowledge of business systems, great attention to detail and a good understanding of purchasing and stock control.

There may be some travel to our customers for meetings. Therefore, you will need to have a clean driving license.

Our Customers are an extension of our business. As their manufacturing partner we see our company as part of their shop floor. To support this ethos, we only work with approximately 20 customers and only those customers who want a deep working relationship. You, along with the Key Account Managers are the people who our customers interact with the most.

You must be able to manage multiple projects, be level headed when things are not perfect and professional in your approach. How you behave will directly affect our reputation.

Person Specification

While the below is not an exhaustive list, we would anticipate candidates having the following experience, skills and or profile.

- Electronics Distribution or Manufacturing – account management or buying (min 5 years)
- Very good written and spoken English
- Clean driving licence
- Living within 40 minutes of the factory
- Behaviours that match the role – i.e. an ambassador of the company
- Values that match our values and ethos

While we would expect to train you in our business systems, procedures etc, we are expecting you to have the personal qualities that suit this position.

How to apply:

Either:

Email us at jobs.windsor@note-ems.com with the following attachments:

- a completed application form
- an up to date CV
- a specific covering letter making it clear why you are right for this position.

Or

use the online application form attaching your CV at [NOTE Windsor Job Application Form](#)