



WE NEED YOU

WE'RE LOOKING FOR

Sales Support Specialist

LOCATION:

Reading & Home Working

WORKING HOURS:

Monday – Friday 37.5 hours per week

SALARY

£32,000 per annum

BENEFITS

Life Assurance, Reward Hub Discounts, Aviva Pension, HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

CONTACT TYPE:

Permanent

REPORTING IN TO:

Senior Client Service Manager

blue square.

WE'RE LOOKING FOR A PROACTIVE, DETAIL-ORIENTATED SPECIALIST!

We are seeking a proactive, detail-oriented, and highly organised Sales Support Specialist to join our dynamic UK&I Retail Sales team. In this pivotal role, you will be the operational backbone of our sales function—ensuring the smooth execution of sales processes, supporting our channel sales teams, and maintaining strong coordination between internal departments. Your efforts will directly contribute to enhancing sales efficiency, customer satisfaction, and overall business performance.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

SALES ADMINISTRATION & PROCESS MANAGEMENT

- Provide day-to-day administrative support to the sales team, including loading Sales Order Automation (SOA's), processing Point of Purchase (POP's), scrubbing investments, and maintaining accurate documentation.
- Ensure timely and accurate processing of sales data, pricing updates, and customer records.
- Support claim validation and ensure compliance with internal sales governance processes.

CROSS-FUNCTIONAL COORDINATION

- Collaborate closely with Finance, Logistics, and Marketing teams to ensure seamless execution of sales initiatives and promotional campaigns.
- Act as a liaison between the sales team and other departments to resolve operational issues promptly.
- Coordinate the flow of information to support planning, forecasting, and order management activities.

REPORTING & ANALYTICS

- Track and analyse sales performance metrics, preparing insights for the UK&I sales leadership team.
- Assist in creating dashboards, reports, and presentations for weekly and monthly business reviews.
- Support ad-hoc data requests and contribute to the continuous improvement of reporting processes.

CONTINUOUS IMPROVEMENT & OPERATIONAL SUPPORT

- Identify opportunities to enhance efficiency in sales support workflows and propose process improvements.
- Contribute to system updates, best practice documentation, and knowledge sharing within the sales team.
- Provide ad-hoc support to trade marketing and channel initiatives as required.

HP Sales Support Specialist

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You'll have strong organisational and time management skills with meticulous attention to detail.
- You're an excellent communicator with interpersonal abilities to collaborate effectively across teams.
- You're proficient in Microsoft Office Suite, particularly Excel (pivot tables, VLOOKUP, reporting dashboards).
- You'll have the ability to multitask, prioritise, and deliver under pressure in a fast-paced environment.
- You have previous experience in a Sales Support, Sales Administration, or Commercial Operations role preferred.
- You'll have experience in retail, FMCG, or channel sales environments is advantageous.
- You have strong written and verbal communication skills, with a persuasive and solution-oriented approach.
- You have a strong organisational and multitasking skill, with the ability to work independently and proactively.
- You're energetic and collaborative, with a proactive approach to solving problems and moving projects forward.
- You're comfortable in a fast-paced, matrixed environment with a focus on execution, measurement, and improvement.

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

