



WE NEED YOU

WE'RE LOOKING FOR

Junior Retail Account Manager

LOCATION:

Reading & Home Working

WORKING HOURS:

Monday – Friday 37.5 hours per week

SALARY

£35,000 per annum

BENEFITS

10% Performance Related Bonus, Car Allowance, Life Assurance, Reward Hub Discounts, Aviva Pension, HP Discounts, Company Sick Pay, ETHIC Values - Employee of the month

CONTACT TYPE:

Permanent

REPORTING IN TO:

Senior Client Service Manager

WE'RE LOOKING FOR A PROACTIVE, RETAIL PARTNERSHIPS BUILDER!

As our Junior Retail Account Manager, you will support the management and growth of HP's retail partnerships across the UK & Ireland primarily focussing on the sales of peripherals. You will work closely with internal teams and the other RAM aligned to the peripherals category, retail partners, and the wider HP account team to ensure outstanding execution of retail initiatives, campaigns, and operational activities.

You will play a key role in ensuring retail partners are supported with the right information, promotions, and tools to maximise HP's presence and performance in-store and online.

This role is ideal for someone looking to develop their account management, commercial awareness, and retail partnership skills, while contributing to the growth of a globally recognised technology brand.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

RETAIL ACCOUNT SUPPORT

- Support the day-to-day management of key retail partners within the HP UK&I portfolio
- Build strong working relationships with retail stakeholders and internal teams
- Ensure retail partners have the information and resources required to deliver successful HP campaigns and initiatives
- Support the delivery of retail programmes, promotions, and product launches
- Act as a key contact for operational queries and support requests from retail partners

COMMERCIAL PERFORMANCE

- Support the tracking of sales performance across retail partners and identify opportunities for growth
- Assist in monitoring retail KPIs and ensuring delivery against agreed targets
- Analyse performance data and provide insights to support commercial decision making
- Work with senior account leaders to identify opportunities to improve HP's market presence within retail environments

CAMPAIGN & ACTIVATION DELIVERY

- Support the execution of retail campaigns, activations, and promotional programmes
- Coordinate with internal teams including marketing, field teams, and training to ensure successful delivery
- Assist in ensuring all retail activity is delivered on time and aligned with agreed objectives
- Support post-campaign reviews to measure impact and identify areas for improvement

HP

**Junior Retail
Account Manager****STAKEHOLDER & CROSS-FUNCTIONAL COLLABORATION**

- Work closely with field sales, training teams, and marketing to support retail success
- Collaborate with internal departments including finance, operations, and logistics to ensure smooth programme delivery
- Provide clear communication and updates to internal stakeholders and retail partners
- Support the preparation of retail reviews, presentations, and reporting for senior stakeholders

OPERATIONAL EXCELLENCE

- Ensure retail data, reporting, and documentation are maintained accurately
- Support planning, forecasting, and operational coordination across retail accounts
- Identify opportunities to improve processes and ways of working across retail account management
- Maintain a proactive and organised approach to managing multiple projects and priorities

**OUR IDEAL PERSON &
THE ESSENTIALS WE'RE AFTER**

- You'll have previous experience in retail, account support, or commercial roles
- You'll have strong relationship building and communication skills
- You'll have an interest in retail, technology, and consumer electronics
- You'll demonstrate strong organisational skills and attention to detail
- You'll be confident analysing data and using insights to support decision making
- You'll be comfortable working with multiple stakeholders across different teams
- You're proactive, curious, and eager to develop your career in account management
- You'll have the ability to manage multiple priorities in a fast-paced environment
- You're collaborative, adaptable, and solutions-focused
- 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 and PowerPoint (pivot tables, VLOOKUP, reporting dashboards)

HP
Junior Retail
Account Manager

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.

