



SALES OPERATION EXECUTIVE

Location: Brewery - Wendover, Buckinghamshire (HP22)

Role: Full time

Salary: competitive salary

The role:

REAL Kombucha are looking for a Sales Operation Executive to join the business. This exciting role will be responsible for supporting the sales and operations team to help with the smooth operation of the business.

The role will specifically involve:

1. Responsibility for receiving and processing customer sales orders
2. Raising invoices through the company finance system
3. Working with 3rd party logistics to organise delivery of orders
4. Customer service support with customer depots and demand planners
5. Management of customer accounts to ensure efficient payment of invoices
6. Support the onboarding of new customers through email and phone calls
7. Run sales campaigns to new customers across the UK
8. Manage samples being sent out to customers
9. Update customer details on the company CRM system
10. Responsibility for updating customer sales data to support production forecasting

The candidate:

- Experience working in an office doing a customer service or a sales administrative role
- Ideally experience of working on office systems such as Google Sheets / Microsoft Excel / Xero / Oracle etc.
- Live local to the brewery
- Ability to be agile and lend their hand to a task, even if it is outside of their role / job title
- Positive, get up and go attitude
- Someone who can work as part of a team, while also being a self starter
- Highly organised & self-motivated
- All candidates will require positive references

What's in it for you

- Be part of a fast paced and growing business in the drinks industry
- Work with an experienced and passionate team



- The opportunity to learn from others in the team who care about staff development and progress
- A competitive salary
- A constant supply of REAL Kombucha for you to enjoy with friends and family

Please contact Adrian Hodgson with a cover letter and CV.

Email: adrian@realkombucha.co.uk