UK RETURNS EXeCUTIVE

BASED IN PETERBOROUGH

(12 month Contract)

# Job Description

As a member of the Finance Team based in Peterborough you will ensure that all Returns Claims both manual and electronic are processed accurately and to deadline and queries are dealt within the agreed timescale.

You will also check and transmit the Publishing Calendar to Wholesale to enable them to set up titles and issues correctly in their systems

Claims will need to be logged and reconciled to identify any gaps.

By building strong relationships with internal teams you will proactively problem solve and seek effective solutions.

Planning, organisation and reactivity are key, along with end-to-end ownership of the returns claims and publishing calendar process.

You will liaise with key contacts, including Wholesalers, Trade Marketing, Client Services, Supply Chain and IT

# Key Accountabilities

* Relationship-building, and strong communication skills
* Proficient in Microsoft Office, particularly Excel
* Ability to prioritize in order to meet strict deadlines
* Planning and organization
* Problem-solving and basic negotiation skills

# Who are you?

Are you a great multi-tasker with a keen eye for detail? Do you love a challenge where no two days are the same? Able to adhere to tight deadlines and work under pressure in a comfortable and relaxed atmosphere? We are currently offering this role under a 12 month contract - could this be the ideal role for you?

# What’s in it for you?

Seymour is part of The Frontline Group owned by two of the world’s leading publishing companies; Bauer Media and Immediate Media Company. This will give you the chance to grow your career across a number of different businesses and functions, including Trade Marketing, Publishing, Brand Marketing, Sales, Finance and Supply Chain. We strongly believe in developing our own people and have a great track record of taking people from account exec level positions through to senior positions within the group.

As part of a high performing team you will receive reward and recognition for what you achieve, through praise, recognition and the development of your career here at Seymour. We enjoy what we do and succeed by what we achieve as a team and what we do together. We have offices based in Smithfield’s in the heart of London and in Peterborough it’s a great place to be and we have an active Social Club that organise great events. The role also comes with:

* A competitive package
* Flexible Benefits
* 25 days holiday per year
* Pension scheme

# About us



As part of the wider Frontline Group you will be working for the market leading UK Distributor and the biggest global exporter of magazines. We account for 60% of magazine revenue in the UK so in your career you will have the opportunity to work with some of the most exciting and iconic magazines brands, as well as working on titles that operate with highly engaged and passionate audiences. Our teams are made up of the most talented and widely respected people in our industry and are seen as the experts in their fields. At Seymour we are passionate about other people’s passions and embrace the wide variety of different interests, hobbies, sports and genres our readers love and with over 130 Publishing Clients and more than 1,000 magazine titles, life at Seymour is always exciting, rich with diversity, it can be challenging but always very rewarding.

To learn more about our company and our great people visit [www.seymour.co.uk](http://www.seymour.co.uk)

If you feel you want to work in a dynamic and exciting environment please send your CV along with a covering letter to

<https://app.smartrecruitonline.com/p/job/UK-Returns-Executive-12231>

**The deadline for applications is Tuesday 30th July 2019**