**EXPORT RETURNS EXECUTIVE**

# Job Description

Seymour International is the largest exporter of magazines from the UK and represents some of the UK’s premier publishers and brands. Our magazines are distributed to over 60 territories worldwide and generate in excess of £50m in retail turnover. North America and Australia are our largest markets. Export is an area of circulation which is growing rapidly and publishers are increasingly looking to the international arena to support circulation growth.

*The role is based in the Wholesale Finance Team in the Peterborough Office. It is a full time permanent position.*

# Key Accountabilities

Are you able to use your excellent communication skills and great attention to detail to process returns claims/queries from overseas Agents, accurately and to deadline minimizing financial risk to Seymour International? Then this role is for you.

A vacancy has arisen within the Wholesale Finance Department based in Peterborough in the Export Returns Team to process all returns affidavits from overseas Agents, by monthly invoice run and making sure returns exceptions are reprocessed where necessary.

You will raise and resolve queries to set deadlines, verify returns and proactively analyse returns data. Investigate all shortage and extra claims over 30 copies and log these extra claims, process shortages and extra claims to agreed deadlines.

You will also verify and query Sales Development Manager queries, actively assist in the training of new members of the team, cover for the other Export Returns Team members and complete any ad hoc reports as required.

# Who are you?

* Ability to work as part of team
* Excellent communication skills
* Knowledge of Microsoft Office
* Data Inputting Skills
* Problem Solving skills
* Good Excel skills

# 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. Based in Smithfield’s in the heart of London 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/Export-Returns-Executive-15607>

**The deadline for applications is 3rd March 2020**