Business Reporting Administrator

# Job Description

Are you proficient in Excel? Do you have great attention to detail and enjoy working with numbers? Are you looking for a new opportunity?

We're looking for 3 proactive and enthusiastic individuals to join Seymour Distribution - the UK’s leading 3rd party magazine distributor, based in the heart of London.

You will be part of a wider cross-functional team, where our services allow our clients to get their skilfully curated and beautifully created magazines into the hands of consumers across the UK and the around the world, allowing people to be entertained, informed, inspired or to simply enjoy reading about their passion.

# Key Accountabilities

As our Business Reporting Administrator, you'll be working with our Client Services and Retail Accounts team to deliver market leading information across our business. Drawing on your excellent attention to detail, planning and organising skills, you'll support the business with timely and accurate information that's fit for purpose and supports decision making. You will be responsible for the maintenance of accurate business reports and databases for both internal and external clients.

# Who are you?

#  *What skills and qualities will the ideal person need to be able to demonstrate?*

* Have strong analytical skills with excellent knowledge of Microsoft Office, in particular Excel.
* Are self-motivated, well organised and good at meeting deadlines
* You’re into the detail and naturally curious. You enjoy problem-solving and pattern-spotting
* A quick learner, with the ability to work independently and unsupervised when required
* A team player, who is good at building trust and long-term relationships
* Can communicate professionally with all relevant stakeholders – both written and orally

These fantastic opportunities are offered as full- time permanent positions.

# 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/Business-Reporting-Administrator-27115>

**The deadline for applications is 27th September 2021**