

Swan Mill and Castlevew Enterprise form part of the Swan Holdings group. We specialise in the conversion of tissue product to napkins, table covers and we also manufacture gift wrap. In addition to this, we provide a full array of paper disposable products to the retail and catering industry users. Our websites are www.swantex.com and www.castlevewenterprise.co.uk

Purchasing and Stock Administrator

Location: Swanley, Kent

Package: Up to £23k plus pension/subsidised health care and 25 days leave

To Purchase a variety of goods and services as required and to plan and schedule deliveries of bought in goods and raw materials in line with forecast and agreed optimum stock holding levels.

Key Responsibilities include:

- Negotiation with suppliers over price, delivery and terms for a variety of goods and services ranging from engineering supplies, facilities, office supplies and general goods and services.
- To liaise with all category buyers and ensure that once products are specified, price agreed and forecasts are set, deliveries meet these criteria.
- Planning of deliveries and maintenance of schedules expediting any slippage
- To place orders and ensure timely delivery.
- Bill of materials planning for new products and raw materials.
- To maintain and adjust stock levels in line with prevailing demand/ forecasts.
- Providing analysis and statistical support to Buyers

We are seeking someone with experience in a FMCG goods, who enjoys the administrative aspect of stock control.

Regional Account Manager (RAM)

Location: Field Based, North East

Package: £25k plus commission/car/pension/subsidised health care and 25 days leave

Responsible for management and development of a portfolio of accounts to protect & grow turnover & profitability. Maximise sales and distribution of the Groups products in the sales area under his/her control.

Key Responsibilities include:

- Accountability for delivering all targets on contribution & volume for the designated geography and its accounts.
- Responsible for economically covering an allocated sales region, ensuring coverage of all existing and prospective customers.
- Negotiate with all existing and prospective customers to ensure the selling price structure gives the best possible return for the company.
- Responsibility for managing the accounts on a day to day basis, with support and involvement from other departments where necessary.
- Responsible for development and implementation of promotional strategy for their designated area and its accounts.

End-User Account Manager (EAM)

Location: Field Based & M25

Package: £20-22k plus commission/car/pension/subsidised health care and 25 days leave

Responsible for management and development of a portfolio of accounts to protect & grow turnover & profitability. Maximise sales and distribution of the Groups products in the End-User area under his/her control.

Key Responsibilities include:

- Accountability for delivering all targets on contribution & volume for the designated geography and its accounts.
- Negotiate with all existing and prospective customers to ensure the selling price structure gives the best possible return for the company.
- Responsible for development and implementation of promotional strategy for their designated area and its accounts.
- Responsible for providing regular reports/ information on the account(s) to maximize the effectiveness of account penetration and maintain/ develop the customer relationship
- Responsible for development and implementation of account plans for their specified accounts and for post activity analysis

For the above sales positions we are seeking candidates who have a proven record of new & existing business development for any kind of FMCG branded product. It would be advantageous to have experience of selling branded products through distribution to independent wholesale/cash carry catering industry, but not essential. You should be a self-motivated, proactive, creative and an organised individual who thrives on success and bonus. A full driving license is essential

If you are interested in applying for any of these positions please submit a covering letter and CV to Elaine Robertson, Group HR Manager, c/o Swan Mill Paper Company Ltd, Goldel Road, Swanley BR8 8EU or email to erobertson@swantex.com. Alternatively you may apply using an online application form on the Swantex.com website under the Employment section of About us.

We are also recruiting for our sister company Castleview Enterprises based in Rochester.

Area Sales Manager

Location: Field Based, North East

Package: £25k plus commission/car/pension/subsidised health care and 25 days leave

You will be responsible for taking over a product portfolio covering a wide range of these branded products. You will target distribution opportunities to the areas above. You will be focussed on maintaining and developing existing business as well as new business development, so you must equally thrive on `knocking` on new doors and creating new contacts and opportunities.

Candidates should have a proven record of new business development for any kind of FMCG branded product. It would be advantageous to have experience of selling branded products through distribution to independent wholesale/cash carry catering industry.

The sales territory is 70% inside the M25, with some business in the surrounding southern counties. You should be a self-motivated, proactive, creative and an organised individual who thrives on success and bonus. A full driving license is essential. In return we offer a basic salary of £25k with OTE of £40k per annum, plus 21 days annual leave.

If you are interested in applying for this position please submit a covering letter and CV to Elaine Robertson, Group HR Manager, c/o Swan Mill Paper Company Ltd, Goldel Road, Swanley BR8 8EU or email to erobertson@swantex.com. Alternatively you may apply using an online application form on the Swantex.com website under the Employment section of About us.