

Vendor Business Assistant (fixed term contract)

We're now recruiting for a Vendor Business Assistant to join our Vendor Management Team, on a 12-month fixed contract. The Vendor Business Assistant is responsible for ensuring that OCSL Vendor's internal processes are managed on a day to day basis, feeding into each of the individual business plans. Working as part of the Consultancy Team and directly reporting to the Vendor Alliance Manager, you will be responsible for assisting in pipeline management, liaising directly with OCSL Sales and Vendor Teams, managing leads, incentive and rebate reconciliation, managing the administrative function and supporting the OCSL FastTrack team. The successful candidate will be a good communicator, confident, exhibit excellent administrative skills and have basic sales experience.

The role will be based from our London Office with the option to work from home a few days a week.

Key Responsibilities:

- Ensuring that the vendor pipelines are managed and accurate, this involves reporting these pipelines back to OCSL management as well as the vendors in question;
- Ensuring that the vendor rebate programs and funding are managed and communicated back to OCSL sales and the wider organisation;
- Ensuring that any marketing and sales campaigns are communicated to the vendors and then managed back to OCSL teams;
- Managing the monthly reports of the vendor status via management dashboards;
- Working with the PMO Co-ordinator to ensure OCSL have all the accreditations required for working with the vendors in the right areas;
- Ensuring that the vendor specific events for sales and marketing are discovered/managed/delivered on behalf of OCSL.

Skills and Experience:

- Proficient in MS packages including Word, Excel and Outlook, working knowledge of CRM is highly desirable;
- Excellent administrative skills;
- Excellent accuracy and attention to detail;
- Excellent communication skills both oral and written;
- Excellent interpersonal skills with the ability to maintain and build good relationships both internally and externally;
- A natural flair for delivering high levels of customer service;
- Demonstrated ability to prioritize, manage time and multi-task effectively in a fast-paced environment;
- Proactive in approach with a flexible attitude;
- Ability to self-motivate and manage own workload;
- Team player – understands the importance of collaborative working.

Desirable Skills:

- A good awareness of technologies from Microsoft, VMWare, Citrix and Veeam.

Qualifications: Educated to GCSE standard (or equivalent).

Location: Based from home with the possibility of working from our London Office - Tower 42, 25 Old Broad Street, London, EC2N 1HN.

Hours: Monday to Friday 9am to 5.30pm (37.5 hours per week).



A **CANCOM** COMPANY

Vendor Business Assistant

Salary: Up to £20,000 depending on experience and skills + performance related bonus.

Start date: 2nd January 2019

Benefits & Perks:

Includes: 25 days annual leave, life assurance, healthcare cash plan, employee assistance programme, on-line discounts & savings platform, free fruit, spot bonus scheme, recruitment bounty scheme, dress down Friday, Fundraising and a Sports & Social club.

Additional Information:

- Must have the right to live and work in the UK.

To Apply:

Please include a covering letter (which includes salary expectations) along with your CV outlining the skills and experience that make you the ideal candidate for this position.

Think you'd fit in? Surprise us at careers@ocsl.co.uk.

We look forward to hearing from you!

About us

Join us at the forefront. Put your talent to the test. Make leaps in your field. We are a creative, collaborative place, delivering transformative results with remarkable technology for remarkable clients daily. Working here is challenging, rewarding and exciting. We welcome adaptable, enterprising professionals and invest heavily in their development.