



Commercial Assistant

Package: £18,000 per annum including monthly performance bonus and company pension scheme.

Leading Edge Labels & Packaging is an award winning, state of the art UV Flexo Label & Film Printer based in Kent. We offer a wide range of innovative packaging solutions to large retail and blue chip companies globally.

The Role:

We are currently looking to recruit a Commercial Assistant to join our Commercial Team. This is an exciting opportunity to learn, develop and progress through our thriving business. This position would be ideal for a school leaver.

Reporting to the Commercial Manager, you will be responsible for the following duties;

- Producing reports for the team, including monthly KPI's
- Preparing prices for the Customer Service and External Sales teams
- Managing purchasing from third party suppliers
- Assisting Production Controllers with the planning of printing presses
- Ad hoc office duties

Requirements:

- Well presented and clearly spoken
- High attention to detail
- Strong numeracy skills with a minimum Grade C GCSE Maths
- A team player who is positive, friendly, flexible and hard working
- PC literate – MS Office

Why should you be interested with this company?

- Excellent starting salary
- Full, in-house training
- Career progression opportunities
- Working with global brands
- Young, dynamic working environment

We at Leading Edge Labels and Packaging are continuing to grow at an exciting pace and are looking for a motivated individual to take the business forward with us.

If you believe that you have the ideal skill-set for this role and are interested in joining a dynamic company who value their employees and invest in their future, please do not hesitate – apply today.

STRICTLY NO AGENCIES PLEASE