

JOB DESCRIPTION

ROLE: Operational Graduate Trainee

SALARY AND BENEFITS: Negotiable

LOCATION: Perivale

The B&S Group are now looking to recruit for an ambitious Graduate who is interested in kick starting their career in a fast-moving company. You will undergo a two year training programme aimed at giving you a cross-functional understanding of our business whilst gaining industry experience. It is also structured to give you the support, guidance and solid professional platform necessary to be able to find the right path, along which to take your first steps into a future career with B&S Group.

Over your 2 years here, you'll explore a wide range of roles across 6 different business areas. Each will challenge you, stretch you and develop your skills to the full. You'll take responsibility for real life and high profile projects from process mapping sales procedures to implementing new software into the business. More importantly, you'll gain invaluable exposure to every aspect of a successful, growing pharmaceutical business.

PRIMARY RESPONSIBILITIES

Reporting to the CEO you would be trained on fundamental business processes and dynamics in Customer Services, Sales, Buying, Distribution, IT and Finance.

SECONDARY RESPONSIBILITIES

- Process mapping
- Producing business reports and making recommendations
- Supporting departments with the growth of the Group
- Project Managing through to implementation stage
- Investigating processes to make it leaner
- Analysing market conditions externally and internally
- Ad hoc duties

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- 1st Class or 2.1 Honours Graduate in Business, Economics or Marketing
- Ability to perform under pressure
- Clear verbal and written communication essential
- High attention to detail
- Ability to work on own initiative and in a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change