Mail Boxes Etc. (UK) Limited

**Network Support Executive (Area Business Executive) Central UK Region**

Mail Boxes Etc. also known as MBE, is the only national provider of worldwide express package delivery, mailbox rental, full litho print and digital copy services and more besides – all under one roof. We have 150 stores currently open across the UK and Ireland and are part of a constantly growing global network of 1,700 stores in over 50 countries around the world.

We are currently looking for an Area Business Executive to join our team. Candidates will ideally be based in the West Midlands and be prepared to travel to support the MBE Network.

The Business Area Executive will be responsible for business development and MBE franchise network management from both a business performance and operational perspective in his/her area.

If you believe you have the necessary skills to help support our Network to achieve their business goals and to give practical support, then please apply by sending your CV to: **apply@mbeweb.co.uk**

A full training programme will be provided for the successful candidate.

Salary £27,000 pa, depending on experience, plus travelling expenses.

**Main duties and responsibilities:**

* Support assigned Centres (mainly within central England/Ireland area) with operational advice and practical assistance.
* Provide to the Franchise network day-to-day leadership and management that mirrors adopted company’s core values, short and long term plans.
* Define the business objectives of the Franchisees by reviewing budgets and monitor the P&L of the Franchisees in order to increase profitability.
* Analyse and monitor sales and market data to ensure that the centres are appropriately addressing their efforts towards the established targets.
* Carry out an annual stores visit plan in order to support the network in terms of operational and sales activities tasks with direct presence throughout the assigned area, with appropriate follow up actions and visit reports.
* Collaborate with Marketing Department to launch new service/products, monitoring KPIs and revenues growth.
* Coordinate with all departments in order to develop managerial and sales skills of the Franchisees demonstrating a coaching/motivating approach.
* Manage the relationship with commercial partners, taking care and solving the operational challenges related to the services.
* Cover duties for department colleague(s) when required.
* Carry out Business Quality Assessments to assigned MBE Centres. Assist the franchisee to achieve compliance and advise where necessary.

Skills and Experience required:

* Experience in a similar role with a clear track record of managing direct or indirect sales networks.
* BA degree in marketing, business or a related field preferred.
* People-driven attitude and team orientation with ability to nurture team spirit.
* Ability to manage internal and external stakeholders to positively influence and build strong mutually beneficial relationships.
* Strategic thinking and business acumen – understanding markets, trends and competition; ability to be critically selective of what data to source and develop. Good working knowledge use of Excel and MS Office.
* Exceptional project management skills; able to work independently on multiple assignments while maintaining high quality and timely results.
* Innovation attitude: thinking outside of the box, introducing new solutions and new processes to enable our franchisees to become more productive.
* Good time management.
* Demonstrated ability to negotiate.
* Available to travel.