



BLACK LIBRARY

Sales Support Administrator

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About Games Workshop and the Black Library

Games Workshop makes the best fantasy miniatures in the world and sells them globally at a profit.

Black Library is the highly successful publishing division of Games Workshop and publishes novels about the characters and worlds of Warhammer and Warhammer 40k.

The following statements define much of our business model and underpin our success:

- We have an obsession with quality, and will go to extreme lengths to improve the miniatures and games we make and the books we publish.
- We focus on our own intellectual property.
- We have a worldwide presence.
- We are committed to doing all this as profitably as is sensible.

What are we like?

Games Workshop is a business with a strong internal culture which means we have a very definite set of ideas, beliefs and ways of doing things. All our employees are dedicated to constantly making things better for our customers, whether this is by providing wonderful product or delivering great service. We are hard working, committed, passionate, cheerful and above all put the business first, whilst continually looking at how we can improve ourselves.

We believe that how you behave does matter, therefore we believe that attitudes, such as those highlighted above, are even more important than skills and for many roles we will happily teach the skills you need if you bring a great attitude to your work.

If the way you behave and the attitudes you display fit with Games Workshop's ideals, it is highly likely you will be successful, well rewarded and happy. However, it is only fair to say that people who don't fit with our culture, or who play at fitting, will be unhappy and consequently unsuccessful.

In the job being advertised we are looking for someone who both believes in what they have just read and is excited by what follows.

About the role:

Based in Games Workshop's Lenton HQ, the Sales Support Administrator will assist the Channel Sales Managers in their roles to help maintain and grow Black Library sales through bookstores, trade accounts and Games Workshop retail stores. The successful applicant will:

- Generate accurate sales data and reports.
- Update the GW store merchandising plans on a monthly basis.
- Be responsible for stock management
- Assist the Channel Sales Managers by having the right piece of information on hand at the right time
- Help the Sales & Marketing team respond to customer enquiries by email and telephone.

You will need the following qualities:

- Highly organised, working systematically and self-sufficiently
- Excellent administration skills
- A high level of proficiency working with Microsoft Excel
- Exceptional attention to detail
- A team player who will strive for the best result for the CSMs
- A commitment to learn about yourself, the business and the people you work with.

The successful applicant will also successfully integrate with the rest of the Black Library team and demonstrate a 'can-do' attitude in all aspects of the role.

If you would like a job description or any more information about this role please contact Donna Birkinshaw in the Personnel Team at donna.birkinshaw@gwplc.com

To apply please send a CV and covering letter on why you feel you would be a good fit for Games Workshop to hr.recruitment@gwplc.com quoting Ref.534 by Friday 04 May.