

PARTNERSHIP ASSISTANT - UK

WHO WE ARE

KellyDeli is an exciting and dynamic Asian culinary business with an entrepreneurial mindset – we want to do things better than anyone else and be the first to think of amazing new ideas. We sit at the intersection of the Retail and Restaurant worlds and have been experiencing an astronomical rate of growth.

Although we were only founded in 2010, our concepts have already been a resounding success and profitable too! We currently have more than 700 points-of-sales deployed across 10 countries in Europe and we are constantly exploring new opportunities to grow even more.

We pride ourselves on having a strong and loyal customer base which, we are also pleased to see, is continually on the rise.

We believe in Togetherness and are guided by our strong KellyDeli cultural values which underpin everything we do.

We are currently looking to add to our dedicated team across various functions, as we continue to scale worldwide!

We are at a very exciting stage in our journey, as we strive to build upon our initial success, and to explore new concepts and innovations in pursuit of broader and very ambitious vision. Come join us!

Check us out:

<http://www.kellydeli.com/>

<https://youtu.be/5IVVtFUHz6A>

THE GOAL

The aim of the Partnership Assistant is to support selection, training and communication with franchisees of Kelly Deli UK, provide an excellent support to Partnership Manager and proactively cooperate with different departments. The aim of this role is to focus on administration of new shops opening and supporting franchise partners in their relationship with the back office, logistics, financials, supply chain and recruitment. There will be also support required in the selling process of a shop.

WHO YOU WORK WITH

Reporting to the:

Partnership Manager

Direct Reports:

None

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WHAT YOU DO

- **Administration:** updating database of all locations, drafting contracts and invoices, placing orders with suppliers, drafting emails and partners updates, creating partners folders and new credit accounts
- **Sales:** providing an excellent sales pitch to candidates for franchise and proactively looking for new franchisees
- **Advertising:** finding new methods of advertising and proactively researching different communities around UK and potential business partners
- **Finance:** collecting invoices, building and update a dashboard, managing claims, collecting and issuing payments to suppliers
- **Logistics:** Liaising with the ecosystem to organize the opening of new shop and then their management, supporting new partners for the opening of new kiosk, manage suppliers
- **Event planning:** planning and organizing events and meetings for business partners, selecting venues, catering etc
- **Community Management:** managing the relationships with existing partners, sharing best practices, communicating, managing crisis.
- **Office management:** supporting office management for London team

WHO YOU ARE

- 1 to 4 years of professional experience directly related to all or part of these poles of responsibility, such as: sales or telesales, administration, finance, PA or secretary, HR management, logistics, partnerships
- Fluency in English and at least one of following Asian languages: Mandarin Chinese or Cantonese or Mongolian
- Excellent people and communication skills, ideally sales or telesales experience
- Ideally Bachelor or Master degree
- High reliability, high strength, high productivity, without compromising attention to details, ability to work well under high pressure
- "Can do attitude", entrepreneurial spirit, openness, willingness to get out of its scope to address a multitude of small problems inherent in developing a start-up.
- Ability to work autonomously, take initiative and follow-through on issues.
- Interested in a multitasking and multi-position role.
- Ideally experience with Asian culture and understanding of Asian work ethics
- Open-mindedness, entrepreneurial & hands-on mindset, tenacious and focused, deadline-driven, strong negotiation skills, creative, real team player, excellent interpersonal skills.