

### ROLE PROFILE

<b>Job Title</b>	Buying Assistant	<b>Reports To</b>	Buyer	<b>Location</b>	Vicar Lane
<b>Date Created:</b>	February 2021	<b>Department</b>	B&M	<b>Grade</b>	H2
<b>Purpose:</b> To assist the Buyer and Assistant Buyer in all aspects of administration within the Department					
Main Accountabilities		Key Performance Indicators	Skills & Experience	Competencies	
<ul style="list-style-type: none"> <li>Maintain an effective administration system that will control all evaluation, photographic and, if required, sealed samples.</li> <li>Input and maintain an effective and accurate merchandise file to EKR and matrix systems.</li> <li>In the absence of the Assistant Buyer, ensure departmental and inter-departmental communication is maintained.</li> <li>Ensure all aspects of departmental administration are maintained to a high standard including minute taking during meetings</li> <li>Housekeeping of department</li> <li>Co-ordinate the despatch and collection/re-storing of samples for shoots and PR, chasing where necessary. Ensure all samples can be assessed in the absence of the AB.</li> <li>Arrange for samples to be sent to supplier/PR</li> <li>To support the selection of the product range under the guidance of the Assistant Buyer which maximises sale opportunities and anticipates and exceeds customer needs.</li> <li>Prepare samples appropriately for meetings</li> <li>Assist the Assistant Buyer in compiling the product brief and in range selection throughout each season.</li> <li>Attend fit sessions with Buyer/AB and QA</li> <li>Set-up, manage and follow through all buying administration systems and procedures to ensure product availability and on-time delivery.</li> <li>Prepare and approve, with support, lab dips/strike offs and handlooms. Update suppliers of approvals and update the team on any issues which will affect product intake</li> <li>Maintain/establish the department filing system with support</li> <li>To be committed to the fair treatment of customers at all times</li> <li>To comply with FCA regulations, where applicable</li> <li>Demonstrate behaviours in line with our Company values</li> <li>To take reasonable care for the health and safety of yourself and other persons who may be affected by acts and omissions at</li> </ul>		<ul style="list-style-type: none"> <li>Samples delivered to studio / PR agency on time</li> <li>Timeliness of product set-up across all systems and processes</li> <li>All product information is accurate and loaded on-time</li> <li>opens post/parcels and management of samples to appropriate person</li> <li>Correct presentation of garments and necessary ticketing/labelling</li> <li>Ensure all relevant paperwork and approvals are filed and easily accessible for the whole team</li> <li>Using courier companies and track. Understand different requirements for overseas parcels</li> </ul>	<ul style="list-style-type: none"> <li>Excellent keyboard skills <ul style="list-style-type: none"> <li>MS office, especially EXCEL</li> <li>Knowledge and experience of using EKR and matrix is desirable</li> </ul> </li> <li>Professional telephone manner</li> <li>Flexible and positive attitude and approach to work</li> <li>Excellent organisational skills</li> <li>Ability to prioritise effectively whilst working at pace</li> <li>Excellent grammar and spelling</li> </ul>	<ul style="list-style-type: none"> <li>Customer Focus</li> <li>Communication</li> <li>Accuracy and attention to detail</li> <li>Teamwork</li> <li>Planning and Prioritisation</li> <li>Technical Skill</li> </ul>	

work			
<b>Dimensions:</b> Reports to the Buyer. Working closely with Merchandising, Buying, Creative, Marketing and E-Commerce. No line management responsibility.			