

ROLE PROFILE

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

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