



ROLE PROFILE

Job Title	Buying Assistant	Reports To	Buyer	Location	Vicar Lane
Date Created:	April 2021	Department	B&M	Grade	H2
Purpose: 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">• 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.• Arrange for samples to be sent to supplier/PR• Prepare samples appropriately for meetings• Set-up, manage and follow through all buying administration systems and procedures to ensure product availability and on-time delivery.• 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▪ 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.					