



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 - Furniture					
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. • Responsible for the management and tracking of all samples, liaising with suppliers in requesting/returning samples and organising the sending of samples for PR purposes. • 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 		<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 	

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