



### ROLE PROFILE

<b>Job Title</b>	Buying Assistant	<b>Reports To</b>	Buyer	<b>Location</b>	Vicar Lane
<b>Date Created:</b>	April 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 - Furniture					
<b>Main Accountabilities</b>		<b>Key Performance Indicators</b>	<b>Skills &amp; Experience</b>		<b>Competencies</b>
<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>• 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.</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>• 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>

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