



## Role Profile

<b>Job Title</b>	Buying Assistant	<b>Reports To</b>	Buyer	<b>Location</b>	Bradford Hubs
<b>Job Code</b>	GEN012	<b>Grade</b>		H2	
<b>Date Created / Updated</b>	September 2021	<b>Department</b>		B&M	

<b>Purpose:</b> To assist the Buyer and Assistant Buyer in all aspects of administration within the Department	
<b>Your Role Accountabilities</b>	<b>Skills &amp; Experience</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>• 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>• Ensure compliance with all applicable UK and local regulations, Company Policies and FCA Conduct Rules</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 work</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent keyboard skills</li> <li>• MS office, especially EXCEL</li> <li>• Knowledge and experience of using EKR and matrix is desirable</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>