

JOB DESCRIPTION



TITLE: Buying Assistant

Job Role:

We are looking for two confident, dynamic individuals, due to our continual expansion. As a result, the need has arisen to fill this new and exciting role. As a Buying assistant, the successful candidates will provide general office and administrative support to the Buying department, whilst working with the Buyer in a progressive and creative environment.

Key responsibilities:

- Inputting data to a database and maintaining spreadsheets from quote sheets supplied by factories
- Obtaining and chasing quotes, involving emailing factories worldwide for details of new and previous products
- Following order processes from placement to delivery
- Communicate with suppliers in the Far East and worldwide
- Recording details of placed orders into the company accounting system
- Follow market trends
- Product research and development
- Data analysis through the interpretation of sales figures
- Any other tasks deemed by the company to be necessary for the successful completion of the role

Person Specification:

Skills/experience

- Computer literate with a good working knowledge of Microsoft Excel, Word and Outlook
- Ability to undertake and complete tasks with careful attention to detail and to a high level of accuracy
- Excellent numeracy, time management and problem solving skills
- Understanding of an administrative role
- Able to manage multiple tasks
- Analytical skills
- Excellent oral and written communication skills

Disposition

- Self-motivated and confident
- Creative with a love for product
- Ability to work under pressure and to tight deadlines
- Highly organised and methodical
- Ability to work on own initiative and as part of a team
- Flexible

Company Benefits:

- Competitive basic salary
- shop discount
- online discount
- Company sponsored healthcare scheme

About us:

Wilton Bradley are a well-established, family run, import and distribution company with a wealth of experience in sourcing goods from around the world, and in particular the Far East and China. We are specialists in leisure goods and our various brands cover surf/skate, water sports, outdoor play and toys. We trade in the volume affordable end of the market but our brands are renowned for cutting edge design, quality and value for money. We have a talented in-house design and development team who are continually creating exciting and innovative material; we see brand and product development as a key to future success. Our customers range from; independent retailers, wholesalers, buying groups and major chain stores and a rapidly expanding network of international distributors.

For Further Information:

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