

WILTON BRADLEY

JOB DESCRIPTION

ASSISTANT BUYER

About Us

At Wilton Bradley, we're not just a company; we're a customer focussed team passionate about bringing joy to people's lives through our range of leisure goods. With years of experience in importing and distributing products from all corners of the globe, particularly the vibrant markets of the Far East and China, we've honed our expertise. Our brands cover everything from surf and skate to water sports, outdoor play, and toys, catering to diverse interests. While we specialize in providing affordable options, our commitment to cutting-edge design, quality, and value for money sets us apart. Behind every product is our dedicated in-house design and development team, constantly dreaming up fresh and innovative ideas. We believe that evolving our brands and products is key to our ongoing success. Our clientele includes independent retailers, wholesalers, buying groups, major chain stores, and an ever-expanding network of international distributors. Join us as we continue to spread the joy of leisure across the globe.

Job Role

As a result of our continued growth, we are seeking a confident, dynamic Assistant Buyer with purchasing experience, that will bring an enthusiastic approach to work. The successful candidate will work closely with our Buyer within our Action Sports category, helping to bring new products to market and take a leading role in the purchase order process, ensuring goods are imported on time. Whilst supporting the Buyer with administrative tasks, the Assistant Buyer will assist in product development and learn the role of a Buyer.

Key Responsibilities

- Raise purchase orders and manage from placement to delivery
- Analyse sales and maintain stock levels
- Maintain and update company databases and systems with product data
- Assist with developing and designing new products to bring to market
- Develop an in-depth knowledge of each product within the category
- Review key competitors and identify new opportunities
- Manage and develop supplier relationships with daily correspondence
- Communicate and negotiate with suppliers in the Far East and worldwide
- Conduct product and market research
- Ensure strict adherence to Health & Safety
- Any other duties deemed necessary by the company for the successful completion of the role or for the benefit of the company.

Person Specification

Skills/experience:

- Graduate or equivalent
- Computer literate with a good working knowledge of Microsoft Excel, Word, and Outlook
- Excellent numeracy, time management and organisational skills
- Ability to complete tasks with careful attention to detail and to a high level of accuracy
- Strong analytical skills
- Excellent oral and written communication
- Previous buying experience desirable



Disposition:

- Self-motivated and enthusiastic
- Ability to work under pressure and to tight deadlines
- Highly organised, analytical, and methodical
- Ability to work on own initiative and as part of a team
- Ambition and passion to succeed

Benefits

At the Wilton Bradley Group we are committed to supporting our employees in both their professional and personal lives. We offer a range of benefits designed to enhance their well-being and work experience. Employees enjoy exclusive discounts, including 50% off Wilton Bradley products online and 25% off all Tii Brands online products.

We also provide a competitive company pension with an annual salary exchange opportunity, sick pay, and enhanced maternity and paternity pay. With 33 days of annual holiday, our employees have ample time to recharge and spend with their loved ones. Additionally, we foster a vibrant workplace culture through annual company events and recognition such as long service awards. To promote health and sustainability, we offer a membership of the Healthshield cash back scheme, a Cycle-To-Work scheme after six months of service and provide free on-site parking. Our casual dress code encourages comfort and expression, while our comprehensive induction and training program ensures professional and personal development opportunities for all. Plus, employees can enjoy complimentary tea and coffee to fuel their day.

Join us and experience the many benefits of being part of our team!

For more information, please contact Marianne Clark, Human Resource Assistant:
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