



JOB DESCRIPTION

BUYING ASSISTANT

About Us

Joining TII Brands means being part of a fun, customer-focussed team that strives to surpass expectations, drive innovation, and improve the lives of our customers every day. We specialise in design, development, and supply of consumer products in the Fitness, Outdoor Leisure, Home & Garden. We sell own branded products on our websites as well as marketplaces in Europe and around the world. Our approach to constantly reviewing and improving processes, systems, and logistics helps us to create superior products, dazzling content, and deliver ever greater value to our customers. Read more about us at www.tiibrands.co.uk

Job Role

Join a thriving team as a Buying Assistant.

As a result of our continued growth, we are seeking a driven and motivated individual to join our Buying department as a Buying Assistant. You will play a crucial role in helping the Buyer manage existing ranges and develop new, exciting products in a fast-paced and creative environment. This role is a great opportunity for the right candidate to jumpstart their career in buying and grow within the department.

What You'll Be Doing

- Provide administrative support to the buyer and wider buying team as required
- Handle order processes from start to finish
- Maintain and update supplier data in company databases
- Communicate with suppliers in the far east and worldwide
- Contribute to product research and development
- Assist with developing and designing new products to bring to market
- Follow market trends
- Any other duties deemed necessary by the company for the successful completion of the role or for the benefit of the company
- Adhere to stated policies and procedures relating to Health & Safety and Quality Management.

What We're Looking For

Can You?

- Proficiency in 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 administrative duties
- Ability to multitask and manage multiple projects
- Analytical skills and excellent communication skills (oral and written)
- Previous Buying experience desirable, but not essential

Are You?

- Passion for a career in buying.
- Self-motivated and confident personality.
- Creative with an interest in product development.
- Ability to work well under pressure and meet tight deadlines.
- Organized and methodical approach.
- Independent and team-oriented work style.
- Flexibility to adapt to changing demands.

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 40% off Wilton Bradley and 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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