

Buyers Administrative Assistant

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Company: Moss

Location: London Area

Category: other-general

About Us:Our Vision is to be admired for our craft, experience, and sustainability. Desired by our customers and loved by our people. Today Moss is more than a menswear brand, we are 'Styling individuals for moments that matter'. We're not just for men on their big day – we're for everyone, all the time. Whether they need to hire a one-off outfit, elevate their daily wardrobe, or create a custom piece, we're by their side with over 170 years of tailoring know-how and considered clothing made for life as we all live it now. Our shared values encourage us to Trust our colleagues to think Creatively and plan for the sustained growth and development of Moss. For us this is about working Collaboratively and using Agility to achieve success, whilst leaving a positive impact. Embracing our core values and behavioural competencies strengthens relationships with our customers and colleagues. Purpose of the Role: In the Buyer Admin Assistant role, your main job is to provide comprehensive administrative support to the Buying Team, assisting in the management of the buying process from start to finish, and ensuring the timely delivery of merchandise. You will collaborate with suppliers, vendors, marketing, merchandising, and Ecommerce teams. Your tasks will include managing calendars, scheduling, raising SKUs, tracking purchase orders, managing inventory levels, coordinating sample management, conducting market research, analysing sales data, and supporting trade meeting preparations. Key Responsibilities: Provide comprehensive administrative support to the Buying Team, streamlining day-to-day operations through effective management of calendars, scheduling, and travel arrangements, alongside maintaining key planning tools and processes. Assist in the buying process from start to finish, including raising SKUs,

creating and tracking purchase orders, managing inventory levels, and ensuring the timely update of web descriptions and compositions. Coordinate sample management, prepare for fit sessions, and liaise with suppliers, ECOM, and Marketing to manage supplier critical paths and ensure timely delivery of samples and merchandise. Conduct market research and analyse sales data to identify new product opportunities, trends, and inform buying decisions, contributing to the preparation of trend boards and coordinating best sellers for trade meetings. Manage product samples efficiently, keeping the sample room organized and tracking the critical path to ensure departmental efficiency and smooth operations across internal departments. Support the presentation and preparation for trade meetings on an ad hoc basis, demonstrating speed and accuracy in task completion, flexible and organized work approach, and effective communication skills. Maintain a keen awareness of key trends and themes in the Menswear formal and casual sector, ensuring accurate management of SKU and PO processes and contributing to the department's smooth running.

What You'll Need to Succeed:

Technical: Proficient in Microsoft Office Suite, particularly in Excel and PowerPoint. Basic knowledge of mathematics. Experience with or understanding of an ordering system.

About You: Exceptional organisational, communication, and detail-oriented skills with a proactive approach to multitasking and pressure situations. Consistently embodies Moss's core values and behavioural competencies in daily responsibilities and interactions.

REWARDS & BENEFITS: Employee Discount: 70% discount across all our stores. Season Ticket Loan: Financial support for commuting. Cycle to Work Scheme: Encouraging eco-friendly travel. Discounted Gym Membership with PureGym: Promoting physical health and fitness. Life Insurance: Providing peace of mind for colleagues. Ongoing Development: Tailored to suit your career ambitions from day one. Access to Moss Learning: An online learning platform for skill enhancement. Employee Hub: Easy access on the go to colleague benefits, recognition, wellbeing, and company updates. New Baby Gift: Celebrating important personal milestones of colleagues.

Additional information: Based at Head Office - Clapham Junction

If you want to know more about MOSS, our people and our culture, search #LifeatMoss or TailorYourCareer on LinkedIn

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