

Buying Admin Assistant

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Company: Adanola

Location: Manchester Area

Category: other-general

Our Buying Admin Assistant will be there to support the buying team with all admin and sample management duties, as well as working alongside Buyers, Designers and Merchandisers to deliver balanced and exciting ranges for all areas of the Adanola Brand. You'll be integral to the day-to-day running of the Buying team through high levels of organisation and a great work ethic. About your responsibilities: Weekly order chases for the team. Ensure all chases are followed up with conversations with suppliers over the phone to keep relationships strong. Working closely with their Assistant Buyer and advising if any issues the come to light from order chases seeking further assistance from their AB. Working closely with the Merchandising in order to hit newness options booked each week/month. It's good to keep communicating with them to let them know samples received and approvals etc Manage all production samples, collecting and managing the post samples that come in for your team is a key part of the role. Fitting newness production samples on fit models daily, checking they're commercially acceptable on the body as well as checking the colours are what you ordered, details are as requested etc. Answering supplier queries and directing them to the Buyer/AB if you need to. Proactive in building and maintaining supplier relationships so you know you can get the best favours out of them when you need them! Answering warehouse queries regarding stock and advising what to do with particular issues. Do we need to relabel in house or is the stock completely not what you asked for? Organise the sign off rail in order of your buyers requirements. Raise PO's correctly paying close attention to detail to important factors, such as fabric compositions, spelling, sell prices etc. Clear understanding of range plans and columns, familiarising yourself over time with all the different columns and

cellsAbout you:Previous experience within a Buying Admin role is essential (placement year or internship experience will be considered)BA or equivalent qualification in a fashion related course, preferably Buying.Demonstrate an understanding of Adanola's customer profile & product offering.Excellent administration skills, able to prioritise multiple deadlines and manage time efficiently. Confident relationship builder who demonstrates strong communication skills to maintain and develop stakeholder relations. Quick learner, highly organised, excellent attention to detail and excels in fast-paced environments.Positive can-do attitude, ability to work within a team but also independently, taking ownership of tasks and responsibilities using problem solving skills and initiative.Proficient and confident user in Microsoft Office, Word, Excel, and Outlook.Why Adanola?We're on a mission to becoming everybody's everyday uniform and we need great people with great attitudes to help work towards that. Adanola genuinely cares about the people we employ and as we grow will continue to always put People, Product and Profit, in that order. We're just getting started so you need to be ready to roll your sleeves up and get stuck in but in the most exciting and challenging way.As well as that, we offer a list of benefits to our Ada employees:

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