

Job Title: Assistant Wholesale Administrator

Location: London

Four Marketing is one of the most experienced fashion companies in the UK market responsible for developing some of the most prestigious names in the contemporary market and combining a high level of technical product expertise with an intimate knowledge of the UK customer base.

This is a superb opportunity for an experienced Administrator to join our dedicated team, with a real opportunity to manage, grow and progress your own brand.

Please note **THIS IS NOT A SALES POSTION**, only candidates with a strong interest in starting their career in business administration will be considered.

The ideal candidate **must have some previous wholesale administration experience**, preferably working for luxury or premium fashion brands, be highly IT competent with intermediate Excel skills and have previous experience working with UK independent retailers, multi-door retailers and department stores

Experience and skills required:

- Previous **Sales Admin** experience preferably in the Fashion industry (wholesale)
- **Excellent IT skills:** Microsoft Office, especially Excel
- Excellent **Communication skills** with good written and spoken English
- Previous experience in **Microsoft Navision Dynamics** will be an advantage
- Previous **General Office Management** experience will be an advantage
- Conscientiousness, accuracy and high attention to detail
- Good organisational and planning skills and ability to multitask
- Ability to work in a fast-paced environment to tight deadlines
- Ability to work well independently and as part of a team

Responsibilities:

- Processing re-orders and stock-orders
- Sales Order Admin, Invoicing, Crediting
- Stock Allocation, Purchase/Transfer Orders
- Customer Services and Customer Account Management
- Assisting with Account Department re: Credit Control
- Assisting with Suppliers and Freight Forwarders re: Import/ Export/UK Distribution, dispatches to customers in the UK and overseas and dealing with foreign agents and international customers
- Maintenance of correspondence records and delivery status reporting
- General Office Management duties including management of external document archiving, internal filing system, general equipment procurement, and occasional Front desk duties.

We offer:

- Salary between £19,500 - £21,500 per annum depending on experience
- Clothing allowance
- Position in a fast-growing group

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Interviews are taking place with immediate effect so if you are looking for a new and exciting opportunity within a stable firm and have a proven track record of successful administrative experience please send us your details ASAP.

Please send a CV and a covering e-mail/letter explaining how you meet the above criteria to terry@fourmarketing.com.