

JOB TITLE: Buyers Admin Assistant

LOCATION: London, UK

DEPARTMENT: Buying / Admin

REPORTING TO: Buyer

LOCATION: London, UK

SALARY: £18,000 - £20,000 depending on experience + bonus and company clothing allowance

Four Works is a fashion retail business operating a number of well-known storefronts to supply a fashion conscious global customer base. Our portfolio includes groundbreaking multi-brands oki-ni.com and 18montrose. Showcasing leading contemporary brands alongside the brightest new designers, these retailers offer over 80 brands sourced from around the world.

We are looking for an enthusiastic, organised and passionate administrative assistant to join our multi-brand buying admin team. The successful candidate will display the ability to combine the challenges of working in a fast-paced environment with the organisational skills and attention to detail required for effective administration.

Responsibilities:

- To provide a bright and enthusiastic first point of contact with our suppliers' customer service teams, and keep all supplier contact information up-to-date.
- Communicating PO numbers and logging order confirmations from stock suppliers.
- Weekly update of supplier delivery schedule / intake forecast and communicate to the commercial and operations teams.
- Coordinate deliveries from stock suppliers and solve any issues with delivery non-conformity.
- Request and log all stock supplier invoices, maintain the stock supplier invoice filing and post invoices in the finance software.
- Weekly and monthly reconciliation of stock invoices vs deliveries, investigating and resolving any discrepancies.
- Assisting the buying and administrative teams with ad hoc duties as required.

Skills and Experience:

- Past experience in buying or retail administration and strong relevant admin skills.
- Understanding of the fashion retail cycle and key processes.
- Proficiency with Microsoft Office suite – with a strong Excel focus.
- Experience of inventory and order management systems is a bonus.
- Excellent English, literacy and numeracy skills and a strong attention to detail.
- The ability to multitask and prioritise workload to meet daily, weekly and monthly deadlines.
- Excellent communication, teamwork and inter-personal skills.

The successful candidate will be based at our head office off Old Street in east London and will be given opportunity to develop and grow professionally within a creative and hardworking team.

If interested in this vacancy please send a C.V. complete with covering letter to **sebastian@oki-ni.com**. Successful applicants will be called to arrange an interview at the earliest convenience.