



## Assistant Buyer

Do you have a keen eye for detail and a love for all things product-related? If your answer is yes, we have an exciting opportunity just for you!

Join our team as an Assistant Buyer, where you will play an indispensable role in ensuring product precision, managing administrative tasks, maintaining meticulous records and smooth communication between our suppliers and us. You will support the buying process, assist with data entry, prepare insightful reports and provide general support to the buying team.

If you are ready to make an impact and grow in a vibrant environment, we would love to hear from you!

### Salary/Working Hours

- Embark on a full-time, permanent office adventure with us! We believe in the magic of teamwork and creativity that flourishes best when our team gathers under one roof. If you are someone who thrives on collaboration, enjoys laughter-filled lunches with colleagues, and relishes being part of a dynamic team, then this is the perfect fit for you! While remote work is not an option currently due to our business's needs, we know that you will love the vibrant atmosphere of our office.
- Unleash your potential during our work hours: 8:30am to 5:00pm from Monday to Thursday and 8:30am to 4:30pm on Fridays!
- We offer a competitive salary ranging from £25 - £27k dependent on your experience (DOE) and look forward to exploring and discussing this with you during the interview process.

### Role Responsibilities

Working as part of our amazing buying team, reporting directly to the Senior Buyer. You will be at the heart of our buying operations, providing essential administrative support and ensuring smooth workflows. Your daily responsibilities will include:

- **Administrative Excellence:** Managing day-to-day tasks to keep the buying team running efficiently.
- **Supplier Communication:** Engaging with suppliers to gather crucial product information, pricing and availability.
- **Issue Resolution:** Assisting in managing and resolving any product issues.
- **Critical Path Management:** Managing the critical path to ensure timely product delivery.
- **Database Management:** Maintaining our product database and assisting with new product development briefs and specifications.
- **Sample Coordination:** Helping to manage the sample process, including ordering samples from suppliers.
- **SKU Setup:** Supporting the setup of new SKUs to streamline product introduction.
- **Competitor Monitoring:** Regularly reviewing competitor websites to keep our product listings up-to-date and comprehensive.
- **Meeting Prep:** Assisting our Buyers in the preparation for meetings and business trips.
- **Team Support:** Providing essential support to the team, including efficient data entry for new products on our website, ensuring accurate descriptions, specifications, pricing and availability.

### Experience & Skills

We are looking for a motivated individual who thrives in a dynamic environment and is eager to support our buying team. The ideal candidate is a proactive problem-solver with a keen eye for detail and a passion for excellence. You should be comfortable working with data and have the ability to manage multiple priorities while maintaining a positive and collaborative attitude.



**Required skills include:**

- **1 – 2 years in a Buying Environment:** Previous experience in a similar role where you supported a buying team with administrative tasks.
- **Attention to Detail:** Exceptional attention to detail, ensuring accuracy in all tasks, from data entry to product descriptions.
- **Organisational Skills:** Strong organisational abilities to manage multiple tasks and deadlines efficiently.
- **Communication Skills:** Excellent verbal and written communication skills, with the ability to build relationships with suppliers and internal teams.
- **Problem-Solving Skills:** Proactive approach to resolving product issues and handling unexpected challenges effectively.
- **Technical Proficiency:** Comfortable using MS Office Suite (Excel, Word, Outlook), particularly Excel.
- **Time Management:** Ability to prioritise tasks effectively and manage time efficiently in a fast-paced environment.
- **Analytical Skills:** Strong analytical skills to assess market trends and monitor competitors.
- **Team Player:** Collaborative attitude, willing to assist team members and contribute to overall team goals.
- **Adaptability:** Flexibility to adapt to changing priorities and handle diverse tasks with ease.

## About Us

We are a leading e-commerce retailer with over 30 years of expertise in nursery products, trusted by over a million delighted customers. Our "Excellent" TrustPilot ratings reflect our commitment to top-quality baby products from brands like Joie, Mamas & Papas and Chicco at competitive prices. With a reputation for exceptional service and industry awards, we are passionate about providing the best for parents and babies.

Our team has undergone remarkable expansion as we continue to experience phenomenal growth. There are no indications of us slowing down anytime soon, making this an exciting time to become a part of our team.

Conveniently located near Junction 22 of the M60 and the A62, commuting is a breeze with easy access to Hollinwood and Moston tram/train stations.

We believe that our employees are the heart of our success. That's why we offer free parking, staff discounts, a generous holiday allowance and an additional day off to celebrate your birthday amongst others! You will thrive in a friendly, team-oriented environment with extensive progression opportunities, genuine responsibility from day one and an exciting, fast-paced culture where your ideas are listened to, and every team member is encouraged to be the best they can be.

## If you are ready to make a real impact in a creative and energetic workplace, apply now and be part of our journey!

Send a copy of your CV and covering letter to:

- [jobs@online4baby.com](mailto:jobs@online4baby.com)

*As an equal opportunities' employer, we value diversity and welcome applicants from all sections of the community. Please note that due to the high volume of applications we receive we are unable to give feedback to candidates at initial application stage.*

**\* STRICTLY NO AGENCIES \***