

albion ltd

Sales Merchandiser required located in Harrogate office.

Albion Ltd are a long established supplier of own label men's, boy's and school clothing to many of the leading UK High Street retailers.

Based in Harrogate they are now looking to recruit additional members to its sales merchandising team.

The role involves working closely with the Albion sales team and overseas suppliers with the major focus being on liaising with specific customers and understanding their requirements in terms of product and delivery.

Responsible for the management of product critical paths the successful applicant will be methodical, well organised and enjoy working to deadlines in a fast moving environment

Whilst previous experience in a merchandising role would be an advantage full training will be given.

Please submit your current CV to: -

michelle.brook@albionltd.co.uk

Michelle Brook
Albion Ltd
Cardale Park
Harrogate
HG3 1RY

Job Description

Sales Merchandiser

1. To work along side the account manager when building the range.
2. To launch, chase and check range/development samples.
3. To launch, chase, check and seek approval of Pre-production Samples (Red seals).
4. To liaise with mills re fabric availability and order sample lengths.
5. To reserve/book production and/or programmes via factory management for fully factored production, and ensuring production slots are achieved.
6. To reserve/book production and/or programmes via factory management for cmt orders, having taking into consideration availability of fabric, and ensuring production slots are achieved.

Having confirmed the above, to ensure reservations are made with the mill for one off orders and/or programmes.

7. To collate all information required to process a new order. Selection and approval of trims, labelling & ticketing, Method of shipment and delivery etc.
8. To attend pre-production meetings.
9. To launch, chase and seek approval of lab dips.
10. To ensure the spec. & guarantee is received having been requested by the account manager, and ensure the product is to the required standard.
11. To obtain test reports (accredited labs where applicable), check items are to required standard and seek approval for the customer, where applicable.
12. To approve bulk submits.
13. To prepare master pattern cards (MPC) and seek approval from the customer.
14. To establish and maintain "Buyers" critical path.
15. To chase, check and obtain customer approval of Pre-shipment Samples (Gold seals).
16. All other duties as assigned.