**Buying Assistant - Internship**

**Based:** Stroud **Type:** Internship**Start date:** Immediate  
Length: 6 month, Flexi, 1 or 2 days per week   
Time: 10 am till 4 pm

Provide administration support to the team covering all issues/queries, related to buying for our curated brands, therefore problem solving skills is a must.

**Job description**:  
 • Managing & Key orders onto the systems coordinating with market vendors, the design & sourcing teams.

* Manage samples, coordinate fit process and communicate with related parties.
* Critical path management of product, i.e. sample receipt, lab dip/trim/fit approvals, ensuring vendors receipt of tickets for labelling.
* Ensure we maintain the highest of product quality.
* Weekly reporting generation.
* Managing samples for Press and Web Stories or events

**The Role**:  
 • Bringing new ideas to the table and creating designs for our in-house range  
• Organising files and emails relating to buying   
• Assisting the team on London events, markets

**Ideal Candidate**:  
• Currently studying Buying or Advertising  
• Enthusiastic and excited about product development  
• Excel skills useful   
• Good organisation and communication skills  
  
  
If you are interested, please email your CV in Word format along with relevant artwork.  
We regret that due to volume, only shortlisted candidates will be contacted.