

# COACH HOUSE

<b>Job Title:</b>	Purchasing and Inventory Coordinator
<b>Salary:</b>	£32,000 a year increasing to £33,900 (on completion of probationary period)
<b>Contracted:</b>	37.5 hours per week

We are the UK's largest wholesaler of furniture and design led accessories, and we are pleased to announce that a fantastic opportunity has arisen for an experienced Purchasing and Inventory Coordinator

We are looking for an enthusiastic, hardworking and self-motivated person to work alongside our existing team, competently fulfilling all aspects of importing giftware and furniture into the U.K from numerous worldwide locations. Ideally suited to someone who can work on their own initiative, with excellent organisational skills to manage a varied workload.

The successful candidate will work as part of a small team and meet deadlines in an exciting, fast paced environment whilst maintaining accuracy and attention to detail.

## **Skills & Experience:**

- Recently worked within a purchasing department in a similar capacity, buying from the Far East / overseas – ESSENTIAL
- Knowledge of the applicable CE Directives, relevant standards and legal requirements for importing into the U.K. is advantageous
- KPI driven on targets such as availability, late PO's and QC issues with the Supplier.
- Checking supplier documentation and uploading onto appropriate system
- Monitor inventory levels to maintain an optimal supply chain using Slim4 or another inventory optimisation system
- Excellent communication skills
- Collaborate closely with internal departments, including quality and finance dept
- Analysis of new samples with company Directors
- Computer literate particularly with Microsoft Excel, Sage 200, Word and Outlook.
- Ability to multitask and work under pressure.
- Monitor and advise on any issues which present risk or opportunity to the organisation
- Actively promote and champion the use of best practice to ensure compliance with the organisations policies and procedures
- Team Player.
- Attention to detail.

## **Employee Benefits**

- Company pension
- Employee discount 10%
- Health & wellbeing programme
- Secure on-site parking with free electric car charging points.
- Free Tea & Coffee
- Modern canteen with microwave/vending machines/hot drinks facilities
- Holiday entitlement – 21 days plus 8 statutory bank holidays.
- Good Transport links to surrounding areas
- Health cash plan
- Access to discounts on gym memberships and retailers

To apply for this role please send your CV and covering letter to [HR@coachhouse.com](mailto:HR@coachhouse.com)