

## **JOB VACANCY**

### **Merchandising & Buying Assistant**

Parlane was purchased by Light & Living in June 2020 as it was felt its exclusively designed and sourced products perfectly complements Light & Living's collection. The combination of both brands ensure UK retailers have a wide-ranging collection of products which are on-trend, affordable and of high quality.

We have a large showroom based in Bourton on the Water, which is also Parlane Living's Head Office. We are now recruiting for a Merchandising & Buying Assistant to support the Buyer for Parlane Living in the UK and help them deliver tight deadlines each season.

The role will involve;

- Working closely with our Buyer to predict trends and ensure maximum profitability by making recommendations for quantities and the number of lines to be bought
- Reviewing item sales to recommend re-buys and building re-orders from suppliers
- Placing purchase orders and maintaining communication with overseas suppliers to ensure timely delivery to our warehouse
- Undertaking day to day product administration support to include keeping our product/stock spreadsheets and our database up to date and accurate, creating new supplier accounts and dealing with requests for product information
- Running reports and checking information for the Buyer
- Helping to unpack and label samples for our showroom
- Scanning, filing and any other general administrative tasks

You will preferably have;

- Strong administration experience within a product/buying environment.
- A high level of computer literacy, with excellent working experience on Excel
- A confident and friendly telephone manner
- Good organisational and attention to detail skills with the ability to multi-task
- Effective time management skills and the ability to work to tight deadlines
- An interest in home interiors/accessories

Information on the role;

- We want the best people to join us and will therefore consider part time or full time working for the role. Our full-time hours are 37.5 hours per week, 8:30am – 5pm Monday – Thursday and 8:45am – 4:00pm on Friday. For part-time hours – we would ideally need someone to work between 4-5 days a week and no less than 28 hours.
- You will be paid between £22,000--£26,500 dependent upon your product administration/merchandising experience. This would then be pro-rata if wanting part-time hours.
- The office-based part of the role is located in Bourton-on-the-Water, Cheltenham, Gloucestershire although the role will a mixture of working from home and being based in the office.

Interested? Then send your CV and covering letter to: [Careers@Parlane.co.uk](mailto:Careers@Parlane.co.uk)

For further information on Parlane or Light & Living, then please visit our websites:  
[www.parlane.co.uk](http://www.parlane.co.uk) or [www.light-living.com](http://www.light-living.com)