

APPENDIX A - JOB DESCRIPTION

IDENTIFYING INFORMATION

Job Title:	Design & Product Assistant
Department:	Product/Design
Reports to:	Head of Design
Approved by:	Head of Product & Buying

JOB SUMMARY

Design and Product Assistant - Reporting to Head of Design, you'll support the Design/Product & Buying team with admin duties as well as day to day communications with factories.

Varied job role working within the Design and Product department supporting the team with admin and product data input. Hands on with products – from set-up, tracking status from samples through to final order, photoshoots, uploading to Magento and launching on the website.

Working closely with marketing, web and merchandising teams ensuring product potential is maximised on our website. The ideal candidate would be keen to learn new skills and a willingness to help the wider team in peak times. A great opportunity to grow individually as the company grows.

Office based role Bradford, West Yorkshire.

KEY RESPONSIBILITIES

- Liaising with factories on a day-to-day basis
- General administrative duties assisting the Head of Design and Product/Buying team
- Assisting in development of product fit and size sets – both Apparel and Equine products
- Assisting the Product Technologist regarding sample/product approvals and sample submissions dates, working closely to ensure Critical date Path is followed and QC inspection bookings/approvals
- Tracking product status and ensuring product timeline is to schedule
- Measuring and collating construction comments of gold seal/pre-production samples – identifying any issues and suggesting changes/improvements
- Organising samples, creating mood boards and shot lists for Photoshoots
- Assisting in organising and attending Photoshoots, model and venue bookings
- Product research and competitor analysis
- Owning set up & data input of House Brands and Assist in 3rd Party product set up on internal systems/website
- Raise purchase orders and source orders when needed
- Assisting in writing product descriptions and copy for use online ensuring SEO tags are implemented whilst adhering to brand guidelines
- Resizing of imagery used for the website
- Tracking orders/delivery and checking products are live on website
- Working with web/merch team to maximise customer journey/sales



KEY SKILLS AND EXPERIENCE

- Office experience preferred
- General Microsoft office knowledge (Excel, Word, etc)
- Equestrian knowledge and understanding of the Equestrian product/clothing market beneficial
- An eye for detail
- Team player
- The confidence to own projects from start to finish
- Capable of working to strict deadlines, able to plan and prioritise own workload
- Ability to work under pressure
- Professional attitude and good communication skills
- Highly organised with good time management skills