

**“We are UHS... A forerunner in the global hospitality and commercial furniture industry, continually inspiring, creating and finding ingenious and creative solutions for big name restaurants, bars, hotels and offices.”**

## **ROLE: PURCHASING SUPPORT**

### **Job Summary:**

The “purchasing support role” is responsible for the day to day efficient and cost-effective buying (Fabric & Upholstery). You will be responsible for meeting the market demands, managing leads times, as well as inbound logistics, while also ensuring that the necessary quality and service levels are achieved.

### **Key Day to Day Activities:**

- Fabric & Upholstery Management – including:
  - All Fabric & Upholstery Buying on a per project basis
  - Ensuring orders arrive when expected and GRNS
  - Ordering Fabric samples
  - Maintaining fabric supplier library
  - Meeting fabric suppliers and upholsterers to maintain supplier relations
  - Quality control of upholstery items
  - Oversee upholstery/fabric logistics
  - Reserving and checking stock of fabrics for upcoming projects
  - Liaising with internal departments to ensure project deadlines are met
- Buying from UK Furniture resellers.
- Sales Project Meeting Co-ordinator – Preparing & taking notes for daily meetings with the Sales Team.

### **Expectations:**

- Organised & Self Motivated
- Analytical
- Strong communication skills
- Willingness to learn and be adaptive
- Problem solving skills
- Attention to Detail
- Ability to work with a close-knit team to help achieve and overcome obstacles
- A good working knowledge of Excel is required

### **Benefits**

- 20 days holiday, plus bank holidays
- Nice, modern offices with lively atmosphere
- Full canteen with food provided
- Table tennis and table football
- Situated in Milton Park Business Estate
- Company events and training seminars
- Fun, caring and fast moving culture

**Job Type: Full-time**

**Salary: £Competitive (+ Bonus)**

**Hours: 8am to 5pm (Negotiable on request)**