

## **Samples Coordinator**

We're looking for a Samples Coordinator to join us and take responsibility for the administrative procedures for the samples department. This is varied role working closely with the Sampling Manager and Distribution Director to ensure sampling is on track for launch dates and collections across our portfolio of Brands.

### **Responsibilities:**

- Daily running of all sampling reports and ensuring these are circulated across the business
- Use our inhouse system to download the UK samples replenishments extract and build daily orders (as well as on a weekly basis for the USA)
- Ensure effective communication within the department and other internal divisions
- Provide accurate information and ensure data integrity
- Work within the KPI's for the replenishment model
- Attend new collection meetings to ensure there is awareness of all launch dates and collections
- Ensure sampling is on track for launch dates and collections as well as signed off by the Brands
- Work collaboratively with the Samples Manager by keeping a record of and sharing costs and timelines as well as actively contributing to the department by providing solutions and encouraging other members of the team to apply changes to their work
- Suggest solutions to the Samples Manager and Distributions Director (making best use of data analysis)
- Effective compliance with Health & Safety legislation and Company policy within area of responsibility as well as ensuring other team members are also compliant (ensure information, training and supervision is provided)

### **Skills & Experience**

- Previous experience of working in an administrative role
- Able to work on multiple projects simultaneously
- Flexible with high attention to detail
- Collaborative approach, the ability to work and interact with other team members and departments across the business
- Good organization skills and able to prioritise a busy workload
- Good communications skills, both written and verbal
- Good IT skills (MS package, especially Excel), able to run reports and carry out analysis
- Previous experience of working in a warehouse and/or distribution center (advantageous)
- Health & Safety certification (advantageous)

### **About us**

Sanderson Design Group PLC is a luxury interior furnishings company that designs, manufactures and markets wallpapers, fabrics and paints. In addition, the Company derives licensing income from the use of its designs on a wide range of products such as bed and bath collections, rugs, blinds and tableware.

Sanderson Design Group's brands include Zoffany, Sanderson, Morris & Co., Harlequin, Scion, Clarke & Clarke and Archive by Sanderson Design. The Company has a strong UK manufacturing base comprising Anstey wallpaper factory in Loughborough and Standfast & Barracks a fabric printing factory, in Lancaster. Both sites manufacture for the Company and for other wallpaper and fabric brands. Sanderson Design Group employs approximately 600 people, and its products are sold worldwide. It has showrooms in London, New York, Chicago, Paris, Amsterdam, and Dubai. Sanderson Design Group trades on the AIM market of the London Stock Exchange under the ticker symbol SDG.