

Supply Chain Assistant (8-month FTC)

We have an exciting opportunity for a Supply Chain Assistant to join us on a maternity cover contract. As Supply Chain Assistant, you will support the Supply Chain & Merchandising team by maintaining the quality of system data with accurate data sets, maintenance and reporting. We are a collective of seven luxury interior brands, each with a special role to play, and two manufacturing brands (Anstey Wallpaper Company and Standfast & Barracks). At Sanderson Design Group (SDG) we are Archive, Clarke & Clarke, Harlequin, Morris & Co., Sanderson and Zoffany and our purpose is 'to bring the beautiful into people's homes and lives'.

Responsibilities:

- Work with the Product Setup & Maintenance Manager to manage the critical path
- Assist with pricing uploads to the system, cost and selling (ad hoc & annual) for all markets
- Assist with specials & non core product, ensuring all requests follow a standardised process and relevant departments are aligned
- Fully understand and utilise the launch file (or other product information management system/s)
- Ensure all data held in Mertex is set up accurately and in a timely manner in line with the critical path to ensure launch dates are met
- Ensure all updates to data required in Mertex is accurately keyed and checked
- Take responsibility for historical product data held in Mertex and work towards fixes to ensure consistency in reporting
- Run regular reports to check data fields in Mertex to ensure accuracy for reporting and planning
- Liaise with the IT team on any new data capture field requirements in Mertex and launch file
- Support and assist the Merchandise Administrators as and when required
- Target customer and product plan to support the wider team to deliver the product strategy (awareness of brand architecture)
- Ensure all processes are executed in an efficient and speedy manner to meet all requirements in a way which is cost effective, providing a comprehensive and efficient service
- Implement the most efficient work practices, aiming for zero errors, nil waste, no double handling, through regular review of the current processes and scenarios, highlighting any areas of concern and suggesting improvements where necessary
- Reduce level of manual intervention by leveraging existing applications to automate routine activities
- Aim for the highest standards of quality and efficiency through a thorough understanding of the industry, latest technical requirements and process review
- Ensure all data is maintained and accurate in the systems utilised by the company
- Assess performance constantly; identifying and sharing success factors, identifying bottlenecks, execute root cause analysis, propose improvements
- Flexible to support ad-hoc projects across the business

Measures of success

- Ensure all Product Data is set up and accurately maintained on all company systems
- Build an understanding of the overall business & departmental performance down to line detail

- Develop a strong understanding of Sanderson Design Group (SDG) end consumer
- Develop relationships with the wider business and external partners

Skills & Experience

- Undergraduate degree and/or equivalent
- CIPS or working towards CIPS qualification
- Strong organisational skills
- Strong numerical, analytical and interpretive skills
- Systems literate including MS Excel to moderate level
- A logical and analytical approach to work
- Ability to work under pressure and meet deadlines
- The ability to relate to the product, understand SDG, and end consumers
- Excellent written and verbal communication skills
- Ability to initiate and build strong relationships with Marketing, Design, Sales & Finance
- Process development

If you wish to apply, please send your CV to jobs@sandersondesigngroup.com

About us

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of 7 quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Archive, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.

Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.