



## **Patterning Coordinator (12-month FTC)**

We have an exciting opportunity for a Patterning Coordinator to join us. As Patterning Coordinator, you will ensure the business is at the forefront of new selling concepts within the interiors furnishings industry.

We are a collective of luxury interior brands, each with a special role to play, and two manufacturing brands (Anstey Wallpaper Company and Standfast & Barracks). At Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke and Scion and our purpose is 'to bring the beautiful into people's homes and lives'.

### **Responsibilities**

- Assist the Patterning Manager in the implementation of new patterning formats and layout of all new patterning requirements
- Support the Purchasing department to ensure they are aware of patterning decisions that may affect purchasing requirements
- Send detailed specification to pattern book maker for price quoting purposes
- Input confirmed make details in to system, ensuring all non-stock costs are included
- Place pattern book/hanger purchase orders with the bookmakers
- Input all initial patterning stock requirements into the relevant launch files
- Assist in the proof reading of printed information within pattern books & hangers are correct prior to manufacture
- Assist in the proof reading of technical information is included in the relevant pattern book/hangers
- Support the organisation of distribution of new patterning to both internal and external members of staff as soon as they are available
- Liaise with TDL re deliveries of new pattern books
- Liaise with Sample Department to ensure ongoing communication for all new collections
- Support Marketing with all POS projects
- Place Purchase Orders with suppliers
- Progress chase open Purchase Orders with suppliers
- Liaise with Purchasing to ensure the pattern book stock is managed correctly
- Work with broader Marketing team to ensure make details correct in Mertex and ensure any amendments are reflected in open Pos
- Provide cover for the rest of the team during absences
- Support Patterning Manger with Ad-Hoc requests as required
- To carry out all other reasonable duties as required
- To comply with all health and safety requirements, including behavioural, always leading by example

### **PROCESS MANAGEMENT**

- Ensure that all processes are executed in an efficient and speedy manner. This to be carried out to meet all requirements and in a method, 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 regularly reviewing current process and scenarios, highlighting any areas of concern, suggesting improvements where necessary
- Reduce level of manual intervention by leveraging existing applications to automate routine activities
- Constantly aiming 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

### **Skills & Experience**

- Degree level educated or equivalent work experience
- CIPS or working towards CIPS qualification
- Negotiation skills
- Knowledge of MS Excel including complex formulas
- Proficient with other MS packages
- A logical and analytical approach to work
- The ability to relate to the product and understand the Brand Retailers and End Consumers
- Strong organisational skills and an ability to think strategically
- Excellent written and spoken communication skills.
- Ability to initiate and build strong relationships with Marketing, Design, Sales, Customer Services & Finance

If you wish to apply, please send your CV to [jobs@sandersondesigngroup.com](mailto: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 quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, 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.