



Job Title:

Admin Assistant/Production Coordinator for Men's Fashion Label

Job Description:

We are a small fashion business and have recently opened a Devon based head office in an idyllic location just outside of Plymouth. We design and produce luxury men's woven accessories in the UK, selling to top-end retailers worldwide. This is a unique opportunity that would normally arise closer to or within London.

We are currently looking for a motivated and hard working individual to assist the Director with all admin duties and become a vital part of our small team. The candidate must be extremely reliable, showing initiative and flexibility when dealing with the variety of tasks that come their way. They must have excellent organisational skills and be able to work under pressure when required. Responsibilities will include various admin jobs, inventory keeping, contact with our sales/showroom team in London and UK factories as well as coordinating the online shop and incoming orders. We are also re-launching our website this year so there is an opportunity to be part of the marketing/ecommerce development.

The position has huge potential for growth if the applicant wishes to work their way up and have further aspirations within the company in coming years.

Applicant must have own transport. CVs with strong knowledge of Apple MAC software and Adobe Suite will be seen favourably. Previous experience is required in any of the following areas: retail, small business administration, sales, ecommerce, distribution. Ideally we require the applicant to have a few years experience as they will be responsible for important tasks. An interest in textiles, fashion or manufacturing in the UK would be good, but not necessary.

The position is currently part-time with the potential of becoming full-time in 6 months. Please email your CV and cover letter to info@marwoodlondon.co.uk. Successful applicants need to be available to attend an interview on either 9th/10th/13th/14th May 2013.