

## JOB ADVERTISEMENT

### Product Coordinator

Sunglass Style is a New-Zealand owned speciality sunglass retailer with 14 stores throughout the country. Tom Ford, Dior, Gucci, Marc Jacobs, Hugo Boss, Ray-Ban, Oakley, Carrera and Eleven are just a few of the many brands we are proud to represent. Our commitment to offering an exciting range of international and local brands is matched by our focus on providing exceptional customer service.

We have an exciting opportunity for an enthusiastic individual to take up the role of **Product Co-Ordinator**, based at our office and warehouse in Central Auckland.

We are looking for a highly organised individual who loves fashion and has a keen eye for detail. This is a varied and hands-on role which may see you facilitating stocktakes one day and viewing new season ranges of high-end fashion brands the next. Reporting to the Product team, you will also work closely with the Accounting, Marketing and Store Operations areas of the business so time management and excellent communication skills are essential.

You will have a strong background in fashion retail and/or product management, with a proven ability to achieve results. You will be decisive, reliable and accountable; have exceptional communication skills and work well within a team. Experience in forecasting and managing budgets, backed up with great computer skills and the ability to work and learn fast are also required for this role. You will be a team player and be willing to pitch in wherever needed to get things done.

Key Responsibilities include:

- Assisting with the allocation and ranging of product
- Placing product orders, creating and finalising purchase orders and reconciling invoices
- Managing stock flow and inventory; including stock replenishment, stocktakes and stock returns
- Entering and updating detailed product information into the database
- Publishing data and imagery to the website
- Supporting store managers with product expectations and queries
- Working with and supporting our warehouse team
- Following fashion trends in both the local and international markets, contributing to Trend and Product Reporting and Forecasting
- Assisting with online sales and queries and providing customer support

We can offer the successful candidate:

- Cool sunglasses! And an attractive salary package.
- An opportunity to make a difference in the future of NZ retailing
- A fun and dynamic working environment

If you think this is the perfect next step in your retail career please apply at the link below with a brief cover letter and CV. We look forward to hearing from you.