

## **JOB DESCRIPTION**

Original Style has celebrated over 30 years as a successful tile manufacturer, importer and distributor and is a leading global tile supplier with a strong presence in 48 countries worldwide. We have been producing high quality tiles in our factory in Exeter, Devon, since 1986 and we offer a wide range of products - from contemporary large format wall and floor tiles to hand-finished glazed tiles designed in-house. Tiles are our craft and we are committed to manufacturing using traditional techniques teamed with state of the art technologies. We also source original and innovative tiles for our collections from across the globe, such as our unique glass products and mosaics, enriching our collections for a truly versatile choice. The key to our success is the experience of our highly skilled designers and craftspeople, showroom experts, customer service and all support functions who make it a priority to ensure customer experience excellence throughout each stage of their journey with us.

With circa 200 employees, 14 tile showrooms and a global network of retailers, Original Style is committed to continuous development as an industry leader. We have ambitious plans to develop our Brand, focus on our own manufactured product ranges, plus open more of our own retail showrooms, to further grow as a business. Your growth is equally important to us – we will support you to reach your full potential and achieve your personal development goals.

**JOB TITLE: PURCHASING ADMINISTRATOR**

**BASED: EXETER**

**DEPARTMENT: PURCHASING**

**REPORTS TO: SENIOR BUYER**

### **PURPOSE OF THE ROLE**

Responsible for providing administrative support to a busy Purchasing Team.

### **MAIN RESPONSIBILITIES:**

- Ensuring accuracy of key raw materials at production facility and advising amendments as required.
- Packaging call-off – order packing and consumables as required for all warehouses.
- Assessing stock levels of finished goods and re-ordering where appropriate.
- Sourcing and re-ordering machinery and consumable parts for production facility.
- Assist in the transition to UKCA marking, under the guidance of the wider team.
- Updating database records and producing reports for the purchasing team as and when required.
- Order consumables as required; ensuring items are receipted and invoices processed.
- Provide administration support for the Buyers.
- Raising Purchase Orders for Buyers, as and when instructed.
- Updating pricing for the Buyers.
- Basic expediting of samples and orders from suppliers.
- Liaising with both Retail and Designworks routes to market regularly and raising Purchase Orders for the appropriate material to be delivered.

- Raising purchase orders in a timely manner for bathroom furniture sales, liaising with suppliers and expediting where necessary.
- Managing the procurement process of water-jet cut tiles.
- Contacting and liaising with U.K. and foreign suppliers.
- Providing support and cover for the Purchasing Department during periods of holiday and illness.

#### **HEALTH AND SAFETY**

- Endorse and promote a positive and conscious health and safety culture within the Company. Ensure always take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.
- Ensure compliance with all health and safety, quality and human resource policies and procedures of Original Style.

These are the main functions of the job but the incumbent may be required to carry out other duties as may be reasonably required to meet the demands of the business.

#### **PERSON SPECIFICATION:**

To succeed in this role the person needs to:

- Be a good team player with excellent communication skills; able to converse confidently on the telephone.
- Be numerate and IT literate, with good MS Office skills, especially Excel.
- Have good attention to detail, whilst maintaining a flexible and adaptable approach.
- Be a self-starter with the ability work on own initiative, but within the confines of the department's/Company's resources and timescales.
- Show evidence of working to tight timescales and budgets.
- Educated to a minimum of A' Level standard.
- Ideally have a minimum of two years' experience within an administrative role.
- A full (ideally clean) U.K. driving licence would be preferred but is not essential.

#### **REMUNERATION AND BENEFITS**

We offer a competitive salary and benefits including a contributory pension scheme, 23 days holiday (increasing to 26 days with service) plus public holidays, staff discounts, death in service cover and Medicash Healthcare Cashplan (including shopping, travel and gym discounts). In addition there is structured training and the potential for career progression within our growing dynamic Company.

#### **BACKGROUND INFORMATION ON ORIGINAL STYLE LIMITED**

Please refer to the following websites: <http://www.originalstyle.com>  
<https://www.clayandrock.co.uk>  
<http://www.designworkstiles.com>  
<https://www.countytilewarehouse.co.uk>

#### **LOCATION**

Original Style is based in air-conditioned offices with free parking close to junction 30 of the M5 at Falcon Road, Sowton Industrial Estate, Exeter, Devon, EX2 7LF.

#### **HOW TO APPLY**

**Applicants should send their CV and a covering letter (including salary expectations) to Jade Calvert, Human Resources Advisor, preferably by email to [jcalvert@originalstyle.com](mailto:jcalvert@originalstyle.com) or by post to Original Style Limited, Falcon Road, Sowton Industrial Estate, Exeter, EX2 7LF.**