

MR PORTER

RETAIL COORDINATOR

MR PORTER - a dedicated men's wear site from the NET-A-PORTR group is the first global shopping destination of its kind. MR PORTER will launch for the Spring/Summer 2011 season in January 2011. MR PORTER will offer an edited product selection of the best in men's style, from global designer labels to niche specialist brands alongside original editorial and style advice. MR PORTER will be powered, curated, edited and served by an independent world class team who will benefit from the global infrastructure of the NET-A-PORTR group, a site with ten years of online luxury retail experience delivering to over 170 countries worldwide.

Responsibilities

- Manage and maintain daily correspondence of assigned vendors/accounts
- Document and enforce delivery window to ensure steady flow of products and that start ship and cancellation dates are honoured
- Assist Retail Manager in monitoring and expediting flow of products, while insuring prioritization and timely processing of all incoming inventory
- Assist in weekly Upload process and take initiative in general site improvement
- Create seasonal purchase orders and review and process order confirmations
- Work closely with shipping to manage logistics process of duties, customs and freight forwarders
- Monitor reorder, exchange and RTV program throughout selling season
- Resolve all queries from designers and suppliers in a timely manner
- Develop relationships with vendors' representatives
- Interact with UK and US based Retail, Buying, and Stock team
- Attend to general vendor and internal product issues effectively
- Communicate and follow up on all payment related issues with the Finance Team
- Provide product knowledge support for the Customer Care and Personal Shopping Team
- Distribute stock adjustment and cancellation reports and monitor stock discrepancies
- Create faulty stock receipts analysis report resulting in weekly vendor RA approval
- Monitor weekly returns analysis report for live SKU modification
- Other duties as called upon

Experience and Skills

- Degree educated or relevant experience gained in a fashion Buying/Merch function
- Excellent verbal and written skills specifically in regard to building relationships with suppliers and external contacts
- Numerate with strong computer literacy

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- Advanced Excel knowledge essential
 - Excellent eye for detail and organisational skills
 - Proven ability to work with stringent deadlines
 - Excellent work ethics and ability to multi-task
 - Ability to identify problems, demonstrate use of initiative and implement appropriate solutions
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Location: Long Island City, NY 11101

Please note, this position will be moving to Mahwah, NJ in spring/summer 2011 and you will be required to work from there.

To Apply

Please send us an updated CV/Resume (including examples of relevant previous work) and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to jobs@net-a-porter.com

EOE M/F/D/V. Qualified females and minorities are encouraged to apply.

NO RECRUITMENT AGENCIES PLEASE