

INVENTORY ASSISTANT

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, critical strategic change is on the agenda, in order for us to achieve the objective of dominating our sector as a truly successful force in online retail.

As such, we are seeking an Inventory Assistant who can display initiative and extraordinary attention to detail, to assist the Inventory Team in ensuring that NET-A-PORTER's inventory records are as accurate as possible at all times and thereby ensure that our customers are never disappointed!

"Women who live in Riyadh, Portofino, Monaco, Honolulu and Gstaad use NET-A-PORTER as they would a local boutique – if only they had one that stocked Jimmy Choo, Marc Jacobs, Diane von Furstenberg, Cacharel, Katayone Adeli ..." *The Times, London*

Day-to-day Responsibilities

- Continuously monitor physical stock in line with in-house inventory system.
 - Ensure any stock discrepancies highlighted are investigated promptly, logged and resolution agreed.
 - Responsible for the update of stock records on a daily basis, or as necessary.
 - Assist in the management of perpetual stock taking procedures.
 - To be actively involved in the development and implementation of new processes.
 - Keep a working paper trail of goods-in receipts and file appropriately.
 - Assist in order cancellation process.
 - Liaise with other departments regarding stock issues, either in person, via email or telephone.
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Essential Skills & Requirements

- 1 years experience in a stock control role would be highly desirable but not essential.
 - Demonstrated experience in the use of Microsoft Office, in particular Excel and Outlook.
 - High level of accuracy and attention to detail.
 - Excellent work ethic and ability to work hard and play hard, as part of a growing team.
 - Excellent communication and analytical skills.
 - Numerate with good spelling and grammar.
 - Proven ability to work to stringent deadlines through exceptional organisational skills.
 - Must have the confidence to contribute ideas to the working processes at net-a-porter.com – even those outside your day-to-day remit.
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To Apply

Please send us an updated CV and a cover letter explaining why you feel you are suited to NAP and this role. These should be emailed to usjobs@net-a-porter.com

NO RECRUITMENT AGENCIES PLEASE