

INVENTORY CONTROLLER

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 Controller to liaise with vendors of the return of faulty garments thereby ensuring that NET-A-PORTER continues to maintain the high standards for quality with which it is associated!

“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

- Inspection and judgement of faulty stock, either from vendors or customers.
- Reporting quality issues to vendors, Retail and Buying, and Customer Care teams.
- Requesting Return Authorisation from vendors.
- Responsible for the processing of faulty stock and vendor returns on the company's stock management system.
- Ensure all stock to be returned to the vendors is done so in a timely manner.
- Maintain accurate inventory records of stock that is faulty and stock that is to be returned to the vendors.
- Supervise minor repairs and dry cleaning.
- To be actively involved in the development and implementation of new processes and projects.
- Regular reporting to the Inventory Management department.
- Liaise with other departments regarding faulty stock issues, either in person, via email or telephone.

Essential Skills & Requirements

- Previous experience in a stock control or retail role, preferably in the fashion industry.
- Fully conversant with PC based systems, including stock management systems and Microsoft Office.
- It is essential to be able to demonstrate clear written and spoken communication skills with other business functions externally and internally.
- High level of accuracy and attention to detail.
- Numerate with good spelling and grammar.
- Proven ability to work to stringent deadlines through exceptional organisational skills.
- A team player with self-confidence, assertiveness and personal motivation.
- The ability to exceed expectations for a demanding customer base.
- Must have the confidence to contribute ideas to the working processes at net-a-porter.com – even those outside your day-to-day remit.

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 jobs@net-a-porter.com

N E T - A - P O R T E R . C O M

NO RECRUITMENT AGENCIES PLEASE