

# XUPES

## Watch Purchasing Assistant

**Full Time** – 5 days a week.

**Holiday** – 22 days

**Salary** – £20,000 to £25,000 per annum

### MORE THAN JUST A JOB

Xupes is entering an exciting growth phase utilizing technology and data to redefine and transform the luxury watch market. We are looking for ambitious, passionate people who think big and have an interest in fine watches and the circular economy. Our evolving strategy is focused on standing out in our market offering the highest levels of service & integrity through a platform on which you can collect, trade, collaborate and share affection for the products we are lucky to handle.

We also operate Xupes Services, the UK's largest independent accredited Service centre. This unique part of our company means every watch we handle is serviced to manufacturer standards with an industry leading warranty, also offering us a tool in which we can educate and enrich our community of collectors and watch lovers.

Recent investment from MPN Marketplace Networks GMBH (The Parent company of Chrono24) has meant that Xupes is now well poised to take advantage of a number of exciting opportunities and developments in the years ahead.

### WHAT WE ARE LOOKING FOR

Working within our Purchasing department, the candidate will organize and book in watches purchased by the business on a day-to-day basis.

The candidate will also assist the team with scheduling meetings with clients looking to sell watches, as well as ensure that all necessary articles are received and populated to complete the purchase.

The ideal candidate will be process driven, as well as methodical with absolute focus on when inputting the details of a watch on the system, and a good knowledge of watches is a must.

This role will be essential in contributing to the growth of the inventory as well as the business itself, your responsibilities will include:

- Organization and management of the team diary of client appointments and internal meetings
- Working with Stock Control team to process stock as efficiently and carefully as possible.
- Booking in watches accurately and reliably that have been purchased.  
(Attention to Detail)

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- Noting prospective client information; and assisting buyers with compliance and internal procedures.

## **Desired Skills & Experience:**

- Experience CRM systems, API's and related platforms.
- Ability to work autonomously and as part of a team.
- Confident use of Outlook, OneDrive, Excel, adaptability to Tech processes.
- Highly organized, meticulous attention to detail.
- The ability to work under pressure to deadlines.
- Good communication skills, both written and verbal.
- Good presentation skills

## **Benefits**

- Eligibility to our employee purchase scheme
- Annual performance-driven bonuses
- Support for further learning and career development
- 22 days annual leave, in addition to public holidays
- Local business discounts
- Regular social events
- Eligibility to our Pension scheme
- Free parking
- Recruitment referral scheme

Please send all applications, with a CV and covering letter to [Sam@xupes.com](mailto:Sam@xupes.com)