

XUPES

Stock Control Assistant – Luxury Watches

Full Time – 40 hours, 5 days, Monday to Friday

Holiday – 22 days per annum plus Bank Holidays

Salary – To be discussed based on experience + discretionary annual bonus

Xupes has experienced exponential growth since formation in 2009 and we are now one of the market leaders online in the UK specializing in pre-owned & new luxury watches. We have built up a considerable reputation in the industry built upon our core values of honesty and integrity. Our commitment is to deliver un-paralleled customer service synonymous with a boutique style approach. This in turn has driven an enviable reputation within the industry that competitors strive to match. Recent investment has meant that Xupes is now ready for the next stages of growth and has an ambition to become one of the world's leading luxury retail platforms whilst continuing its commitment to delivering an unsurpassed ownership experience for new and returning customers.

We are very proud to have a highly creative and ambitious team. We are looking for someone with similar qualities who can think big and grow their future with us. As a rapidly growing business job progression is a real opportunity as our team expands.

This role will be to help assist stock control for our Watches department and will be office based. The role will be helping with processing stock from arrival through to website listing, stock takes, working closely with several other departments in the Xupes team, please find the finer details below.

Responsibilities:

- Assisting with stock takes both watches and spare parts, boxes.
- Daily and weekly administrative tasks such as but not limited to; handling supplier contract negotiations, raising PO for stock purchased, raising relevant documents for purchases, and completing price audits across the industry once provided by purchasing team.
- Sorting in coming deliveries and getting them processed into the purchasing department.
- Completing third party platform listings and audits.
- Helping to develop and improve in house systems.
- Developing and improving existing processes to deliver better service as well as presenting ideas and innovation online & offline.
- Opportunity to work closely with the other Xupes departments.

Desired Skills & Experience:

- Experience using stock management systems, 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

Please send all applications, with a CV and covering letter to Samantha Westbrook at Sam@xupes.com