

XUPES

Watch Purchasing Assistant

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.

The perfect opportunity for a candidate who has a passion for watches and has a keen eye for detail.

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)
- 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

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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 Samantha Westbrook at Sam@xupes.com