

XUPES

Watch Purchasing Consultant

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.

A fantastic role for a candidate who loves working with watches and is a people-person and excellent communicator.

The successful candidate:

Working within our busy Purchasing department, the ideal candidate is someone who thrives under pressure, and can manage multiple projects & tasks simultaneously.

Using strong organizational and communication skills to onboard leads into our CMS and manage the lead end-to-end to ensure the client experience is of the highest standard.

Being resourceful and relying on various platforms to efficiently price and prioritize watches within the company's core stock strategy.

- Initial response and on-boarding of inbound daily client leads.
- End-to-End management of lead, from enquiry to purchase
- Coordinating, and assisting with bulk purchases from trade partners
- Client appointments, live chat, phone and inbound email stakeholder within the department
- Finalising purchase using internal systems, and working with team members to confirm details

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

XUPES

- 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