

ORLEBAR BROWN

JOB DESCRIPTION

JOB TITLE	Wholesale Operations Executive
DEPARTMENT	Wholesale Operations
REPORTING TO	Wholesale Operations Manager
LOCATION	UK Head Office
ROLE TYPE	Permanent
SALARY	Competitive

COMPANY PROFILE

Orlebar Brown launched in March 2007 as a more tailored approach to men's beach and swim shorts. Based on the traditional pattern of a tailored pair of trousers for men, and with their distinctive side fasteners, they are not just a swim short: they are the original and best shorts you can swim in.

In 2010 we took OB off the beach, out of the pool and into the resort with a range of tees, polos and shirts, and recently introduced a full ready-to-wear collection of everyday tailored casuals including chinos, sweats, outerwear, knitwear and accessories.

Orlebar is sold in the world's best Menswear retailers including Selfridges, Harrods, Mr Porter, Le Bon Marche, Bergdorf Goodman, Barney's, Saks 5th Avenue, Neiman Marcus and Bloomingdale's amongst others. It is sold through key trend and regional independent menswear stores.

The brand has rapidly gained global recognition and is now sold online at www.orlebarbrown.com. The first Orlebar Brown store opened in London in 2011, and there are eight stores in the UK today. The first US stores opened in 2016 in New York and Florida, and we now have four stores in the US with further stores to open during 2018. In addition, Orlebar Brown has opened flagship stores through franchise arrangements in Australia, Turkey, France, Kuwait and Uruguay, with ongoing expansion into those markets and new countries.

We are looking for another strong team player to join us on our journey in establishing Orlebar Brown as the luxury choice lifestyle brand for holiday clothes to wear every day.

THE POSITION

Reporting to the Wholesale Operations Manager, this role will support the wholesale and franchise teams in the UK and US to deliver the sales plan through efficient shipping of orders, management of the overall logistics effort required fulfil the sales order book, and general support to the sales team as required to drive sell-through and provide clarity on sales forecasts.

GENERAL RESPONSIBILITIES

The role's key responsibility is working with both the UK and US sales teams to ensure the quick and efficient fulfilment of orders for all global customers. This will include:

WWW.ORLEBARBROWN.COM

Orlebar Brown Limited | Registered in England No. 5502027 | VAT No. 872512034

T: + 44 (0) 207 785 6941 | **E:** info@orlebarbrown.com

A: Great Western Studios, Studio 101, 65 Alfred Road, London, W2 5EU

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- Pre-season launch preparation to ensure all required details updated in the order book and to inform the sales team where further information required
- Liaison with Accounts Receivable Manager to understand finance position for each accounts
- Allocation of warehouse stock to wholesale orders to ensure availability for shipping
- Liaising with customers to arrange collection, agree on delivery etc
- Liaising with the warehouse to help prioritise orders and maximise efficient shipment of orders
- React quickly to in-season orders collected by the sales team
- Reconciliation of returns approved by sales team and received into warehouse
- Supporting preparation of rolling shipping forecast based on available stock, finance issues and specific knowledge of accounts
- Attendance and participation in weekly trading meetings to provide insight into shipping performance and forecast

CANDIDATE PROFILE / SKILLS & EXPERIENCE

- Experience with international wholesale operation and logistics, with an understanding of 3rd party warehouse operations. Fashion experience preferable but not essential
- A high level of organisational skill with the ability to multi-task and see activities through to completion to a high standard
- Attention to detail and capable of reacting flexibly to different requirements for multiple accounts and regions
- A strong team player, capable of working with others to get the job done and willing to step outside core role to help the broader team
- Excellent communication skills, ability to establish and develop rapport with key stakeholders, both internal and external
- Strong level of IT technical skills, particularly Excel and Enterprise systems
- Enthusiastic and dedicated, passion for seeking opportunities and self-development

WHAT WE OFFER

- Join a diverse working environment of people who we learn from every day
- The chance to train and develop your skills in a fun and fast working environment
- Competitive benefits package – 33 days annual leave (including bank holidays), 60% discount on our products, company pension scheme, BUPA health cash plan, cycle to work scheme and flexible working hours

It's never just a job at Orlebar Brown. It's a way of life. We live and breathe our brand values – Vibrant, Tailored and Brave. Our team define who we are and how we get the job done.

To apply, please contact jobs@orlebarbrown.com with copy of your CV and a friendly introduction.

Direct applications only. Recruitment agencies – thanks for reading, but we've got this one covered!

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