



## **Chartered Manager Degree Apprenticeship role at Ena Shaw Ltd | Trainee Buyer**

### **The company**

Ena Shaw are the UK's leading manufacturer of made to measure curtains, supplying 400 independent retailers as well as leading retailers such as Next and Debenhams. We also operate concession stores, both instore and online. We are design-led, launching two fabric collections a year across 4 different brands. We also purchase ranges for our retail concessions and work with major retailers on their ranges.

Our product range includes curtain fabrics, made to measure curtains, made to measure blinds, shutters, readymade curtains, cushions & accessories.

We employ over 200 people and are based in Lea Green, St Helens, Merseyside.

### **The Role – Trainee Buyer**

We are looking for a degree apprentice to join our buying team. You will start in a buyer's assistant role and then progress to the position of junior buyer. Longer term progression to Senior Buyer or other commercial roles will be possible depending on capability and experience.

A buyer is responsible for planning and selecting products to sell in or to retail outlets. A buyer must consider the following factors when making purchasing decisions:

- customer demand, including price, quality and availability;
- market trends;
- financial budgets.

Buyers source new products and review existing items to ensure products remain competitive. By fully understanding customer needs, they are able to maximise profits and provide a commercially viable range of merchandise at competitive prices. Keeping up to date with market trends and reacting to changes in demand are key elements of the role.

### **Apprenticeship & Degree Course**

The apprenticeship is a Chartered Manager Degree Apprenticeship and the degree course is BA (Hons) Business Management Professional in Fashion at Manchester Metropolitan University (MMU). The apprenticeship lasts 4 years with 12 units delivered over this period with a blend of integrated academic learning and on-the-job practical training that allows apprentice managers to apply their learning within the workplace. Further details are available from MMU.

Although the role is within the furnishings industry, the fashion specific units of Product Development, Buying & Merchandising, Fashion Promotion & Product Lifecycle Management are all highly relevant to the interiors industry.

Please note, there will be no tuition fees to pay. All costs are covered by Ena Shaw under the government's Apprentice Levy.

## **Salary**

Starting salary for this role is £14,625. With more experience of the job, you could expect a salary between £20,000 and £30,000. A senior buyer could earn £40,000+.

## **Working hours**

Standard working hours are 9am to 5pm Monday to Friday with a 30 minute lunch break. However, the role often involves tight deadlines and as a result working hours frequently extend beyond 9am to 5pm. Early starts or late finishes may be especially common when travelling to trade fairs or visiting customers or suppliers.

## **Responsibilities**

Throughout the year, a buyer's responsibilities will typically involve:

- analysing consumer buying patterns and predicting future trends;
- regularly reviewing performance indicators, such as sales and discount levels;
- planning stock levels and reacting to changes in demand and logistics;
- meeting suppliers and negotiating terms of contract;
- maintaining relationships with existing suppliers and sourcing new suppliers;
- liaising with other departments within the organisation to ensure projects are completed;
- attending trade fairs;
- participating in promotional activities;
- writing reports and forecasting sales levels;
- presenting new ranges to senior managers;
- liaising with store personnel to ensure supply meets demand;
- getting feedback from stores & customers;

## **What to expect**

- The majority of working hours are spent in an office, although there may be travel off site during the day. Buying departments have a busy and lively atmosphere.
- Buyers have frequent contact with customers and suppliers in the course of their work.

- Retail buyers have a high level of responsibility. Some may find this stressful, while others may view the challenge positively.
- Travel to attend trade shows may be required occasionally, as well as visits to suppliers in the UK and overseas.

### **What are we looking for**

You will need to show evidence of the following:

- Minimum 104 UCAS points (grades B C C at A level);
- strong analytical & numeracy skills;
- team working, interpersonal & communication skills;
- proficiency using IT;
- good organisation skills and the ability to multitask;
- the ability to cope with the pressure of decision making and meeting tight deadlines;
- drive and determination;
- commercial awareness;
- creative flair;
- confident presentation style;
- a passion for the product

### **Applications & Timing**

Applications must be made by CV and covering letter to [jobs@enashaw.co.uk](mailto:jobs@enashaw.co.uk). The subject title must contain the position that you are applying for. The deadline for applications is 7<sup>th</sup> July 2017.

Initial interviews will be held in July; shortlisted candidates will then be invited to an assessment centre from which a final selection will be made.

It is anticipated that the role will commence at the beginning of September 2017 with the degree course starting later that month.