



Fabric Fulfilment Administrator

Title: Fabric Fulfilment Administrator
Reporting to: Fabric Orders Assistant and Fabric Purchasing Assistant
Hours: Monday to Friday 9am - 6pm
Location: Between our new office - Radnor Studios, SW3 4BP, the Fabric showroom - 103 Pimlico Road, SW1W 8PH and home.

About us:

Rose Uniacke is an award-winning modern luxury interior designer based in London, known for her range of contemporary interior designs, antique curation and self-designed furniture, lighting and fabrics. Rose Uniacke launched her first fabric range in September 2017. Originally conceived to serve her interior design and antique business, Rose was persuaded to make some of her favourite fabrics more widely available, working closely with mills and artisans to produce beautiful practical cloth of the finest calibre. Rose Uniacke Fabric is a rapidly expanding department with over 400 fabrics in the current collection.

About the role:

The Fabric department is seeking an enterprising and proactive full-time Fabric Fulfilment Administrator to support the critical path of fabric from mills to our warehouse and ultimately into the hands of the customer. As a new role within the growing Fabric department, you will have the opportunity to work across a range of responsibilities in the product team, dividing your time equally between purchasing support and orders support.

Due to your unique position in the team, working across both mill and warehouse functions, you will be able to offer valuable insights and seek operational efficiencies. You will also have the ability to develop successful relationships with team members and external suppliers.

Main responsibilities:

Purchasing Support

- Support in the creation of Fabric and Paint POs for order fulfilment/stock as instructed by the Purchasing Assistant.
- Overseeing the administration of purchase orders, production and delivery timelines. Updating the sales team and all internal systems as required.
- Support in the receipt of stock at the warehouse, ensuring it matches delivery paperwork.
- Assisting with fabric lead time enquiries requested by the sales team and/or Orders Assistant.
- Dispatching CFAs to customers from the office/showroom.

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Orders Support

- Entering sales orders into the warehouse system accurately and efficiently, making sure that any special instructions and export requirements are followed through.
- Ensuring goods out are processed and dispatched in the minimum timeframe, following up with requested actions at the warehouse as needed.
- Liaising with the sales team and instructing the warehouse in response to QC flags.
- Liaising with the warehouse regarding goods in transit to customers when required.
- Ensuring that all international client shipments clear customs in a timely and efficient manner, assisting with the provision of additional information as/when required.
- Supporting overall maintenance of orders in the warehouse system, including monitoring the backorders report.

Product Support

- Building an understanding of quality standards to inform decision-making.
- Management of inbound post and the back-of-house sample library.
- Recording data related to warehouse processing and suppliers, offering insights and feedback to product team members.

Ideal candidate:

- Keen interest in luxury textiles and the processes involved in fabric purchasing and fabric/paint order fulfilment. 1 year of textile/commercial fabric experience is desired but not necessary.
- An understanding of excellent and efficient customer service with an eagerness to apply this to a back-of-house setting.
- Knowledge of shipping and customs processes.
- An acute eye for detail and a thorough, accurate worker who takes ownership of their responsibilities.
- Ability to work as a team member as well as remaining self-motivated and proactive.
- Highly organised and able to work under pressure, prioritise, and complete tasks fully. This includes balancing data inputting/administration alongside other daily duties.
- Ability to think laterally, work collaboratively and communicate effectively with other staff members and third-party organisations.
- Aptitude for building relationships.
- Ability to think around problems and understand them from the perspective of the customer, the sales team and the warehouse/suppliers.
- Adaptable to changing priorities and displays problem-solving skills in a fast-paced environment.

If you are interested in applying for this role please send a copy of your CV to recruitment@roseuniacke.com