



THE ROLE

Role title	Assistant Buyer	Perm/temp	Permanent
Location	Dalkeith Country Park	Hours per week	40 (5 days)
Company	Restoration Yard Ltd	Manager	Creative Director

An exciting opportunity has arisen for an Assistant Buyer to work as part of our small but mighty team at Restoration Yard, Dalkeith Country Park. This is a unique opportunity to gain knowledge and experience whilst assisting in product selection, stock management, online uploads and merchandising within a small, enthusiastic and hardworking team! If you are a team player with a passion for quality brands, this could be the perfect opportunity for you.

This is a varied and interesting role; no two days are ever the same!

SALARY & BENEFITS

Salary	Circa £25,000 depending on experience
Employer pension contribution (subject to you contributing 3.5%)	5.5%
Annual leave (inclusive of public and statutory holidays)	30 days
Life assurance	2.5 times salary
Other	Private health

Holidays increase by one day for each five years' continuous employment (up to a maximum of 5 additional days). We also offer the opportunity to join a holiday purchase scheme (after one year's employment), discounted gym membership and shopping vouchers, pension and cycle to work salary exchange schemes, and provide a range of benefits and resources to support colleague wellbeing at work, including a biennial health check once qualifying age and continuous service criteria are met.

OUR VALUES



- We treat each other with respect
- We do our best for customers
- We care about our communities
- We actively manage our impact on the environment

THE PERSON

We want to hear from candidates who have the experience listed below and who can demonstrate the skills and behaviours that are key to success in this role.

Essential skills/experience	Personal traits & behaviours
Competency and solid experience in all aspects of a buying or procurement role	A passion for all things retail
Knowledge of data uploading on to an EPOS system and online	Excellent attention to detail and an eye for good design
Creative thinker with knowledge of the latest retail trends	Ability to work to deadlines, multi-task and manage the priorities of a varied workload
A sound understanding of visual merchandising principles	Conscientious with excellent time management skills
Excellent communications skills, both written and verbal	Ability to keep a cool head under pressure
Proficiency with Microsoft Office (Word, Excel & Outlook). Previous experience of stock management systems is advantageous.	A 'can-do' attitude with a willingness to help out on the shop floor and in other areas as required.

WORKING FOR US

Dalkeith Country Park is a truly special place. Just a few miles from Edinburgh, it's home to Restoration Yard and Fort Douglas Adventure Playground, set in a beautiful 1,000-acre country estate. Dalkeith Country Park re-opened its doors as a new visitor destination in 2016 following a £8.9million investment by the park's owner, Buccleuch. A brand-new adventure play park, Fort Douglas, was built and the park's stable yard transformed into Restoration Yard, an inspiring store, food hall, restaurant and Wellbeing Lab.

We don't just believe in the restoration of beautiful old buildings, but also restoration of the self. Life is busy. We've created somewhere we want people to have fun, to relax and forget about the little things for a while whether that's through attending an event, a class, a walk through the woods, eating in the restaurant, playing or shopping.

Our store is a shopping haven; less boutique, more curated emporium, with handpicked collections of fashion, homeware, books and beauty treats.

The park itself is owned by Buccleuch who represent the business interests of the Buccleuch family. They've owned the park for over 300 years. The design of our own brand products is often inspired by the Buccleuch Collection and Fort 'Douglas' is named after the family's ancestors.

Interested? You will find more details of the day-to-day tasks below.

ROLE SPECIFICS

On a day-to-day basis, the post-holder has the following responsibilities and tasks:

- Update and maintain the in-house stock management system.
- Record and maintain accurate supplier and product information.
- Analyse costings and calculate margins on a daily/weekly/monthly basis.
- General administration tasks including photocopying, drafting written correspondence and maintaining an accurate filing system.
- Liaise with suppliers, place orders, deal with general supplier queries and pass on relevant information to relevant colleagues.
- Assist with studio photoshoots.
- Liaise with and assist the Warehouse and Shop Floor teams as required, providing cover when needed.
- Manage and maintain stock levels in line with current processes.
- Deal with internal and external queries in a time efficient manner.
- Upload products onto the website, editing images and drafting copy as required.
- Be familiar with, and adhere to at all times, Company policies and guidance which include, health & safety, GDPR and information security. Information on these will be made available to you via the Buccleuch handbook/web-based resources and will be amended from time to time.
- Co-operate with your colleagues to ensure that Restoration Yard is a safe place to work & visit. Inform a manager or a member of the safety team if you have any concerns or questions.
- Undertake such other duties as may be required from time to time and are consistent with the responsibilities of the role.