



## Job Description

<b>POSITION:</b>	FF&E BUYER
<b>REPORTING TO:</b>	HEAD OF FF&E
<b>RESPONSIBLE DAY-TO-DAY:</b>	TEAM PRINCIPAL

### ROLE

Reporting to the Senior FF&E designer and working alongside the FF&E Designers, the FF&E Buyer assists with design specification and is responsible for all ordering, administration and supply procurement of the FF&E design and supply within the team. It is their responsibility to ensure that the supply is made on time, within budget and in the most efficient manner ensuring that the FF&E Accountant is kept informed of all necessary compliance.

### KEY RESPONSIBILITIES AND TASKS

- Collaborate with Team Principal, Project Manager and Senior FF&E Designer to ascertain the timeline, budget and deadlines of the project
- Assist the FF&E Designer with sourcing all the information necessary to complete the detailed specification document
- Responsible for the compilation of the procurement budget and coordinating all documentation ensuring all document standards are met
- Organise the purchasing schedule, liaising with the Project manager to ensure all project milestones are reached
- Working closely with the FF&E accountant to raise all pro forma invoices
- Liaise with suppliers ensuring all lead times are known and all orders accurate
- Administrate and track all orders in the purchase process providing timely updates to FF&E Designer and Team Principal
- Ensure all supplier contacts are up to date
- Work closely with the FF&E Librarian to keep all relevant sample databases up to date

#### CONTACT

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#### STUDIO

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# R W D

## **KNOWLEDGE, SKILLS & ABILITIES**

- Strong organization and administrative skills
- Attention to detail
- 3+ years' experience in purchasing/relevant administrative role
- Strong IT skills especially MS Office and excel
- Good team player with interpersonal skills
- Ability to form good professional working relationships with suppliers and shipyards
- Flexible attitude and happy to help when needed

## **PERFORMANCE MEASURES**

- Achievement of personal objectives agreed in the performance review.
- Live the Company Values