

# CHARLES EDWARDS®

Company: Charles Edwards (Antiques) Ltd  
Position: Purchasing, Planning and Projects Officer  
Job Type: Permanent full time.  
Location: London SW19  
Salary: From £28,000 depending on experience + discretionary bonus  
Benefits: Health and Dental benefits following 3-month probation

A highly organised, detail focused individual is required to join an established and successful lighting workshop. Providing hand-made and bespoke fixtures to a high profile international client base.

You will be an excellent administrator with exceptional communication skills and the ability to critically assess processes and proactively suggest new efficiencies. Experience in SAGE 200 would be an advantage but not essential.

## The main responsibilities include:

- Develop excellent knowledge of product and production methods.
- Be responsible for processing orders in an accurate and timely manner for workshop production.
- Ensuring that customer requirements are correctly communicated to the workshop and accurately recorded on the system.
- Raise purchase orders for subcontractors and components as required.
- Work with management on a project to update the ERP system and introduce new efficiencies to the role.
- Assist with other tasks as required.

## Skills & Background

The ideal candidate will have:

- Strong attention to detail and excellent command of English, both written and verbal.
- Advanced Excel skills and ability to pick up new software quickly.
- A can-do attitude and ability to work well within a small team.
- Excellent organisational skills.
- Ability to critically think and acumen to develop new efficient processes.

This is a full-time role, working Monday to Friday from 8.00am – 4.00pm. This role will initially train at the King's Road showrooms SW6.

If you would like to apply for this position, please email your CV and cover letter to [alastair@charlesedwards.com](mailto:alastair@charlesedwards.com)