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Job Description

Job Title: Buying Administrator	Duration of Post: Permanent
Reporting to: Buyer	Working Hours: 40 hours
	Start Date: TBC

Main Purpose of Role

Provide strong administrative support to ensure smooth day-to-day running of the busy, fast-paced St Andrews Links Golf Shops buying department.

Key Duties and Responsibilities

- Undertake administrative tasks in order to monitor and maintain system stock records e.g. uploading products and verifying orders, setting store stock levels, generating required sales reports for buyers etc.
- Provide administrative/secretarial support to the Buying team, including minute taking and typing up orders
- Filing and office management e.g. samples, general correspondence, supplier information etc.
- Use analytical ability and attention to detail for checking order confirmations and logo colourings
- Assist in maintaining good inventory stock levels to ensure that St Andrews Links Golf shops can maximise sales and reach targets
- Co-ordinating barcode processes with suppliers and warehouse team
- Answer telephone calls/deal with queries from internal and external contacts
- Upload web descriptions for online products
- Arrange products for online photoshoots
- Create and manage calendar of deliveries
- Arrange and manage bookings for buying team trips
- Assist with visual range plans

Person Specification

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

Attributes	Essential	Desirable	Means of Assessment
Education & Qualifications	Good basic education	Fashion/Retail Business/Qualification	CV and interview



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Experience & Knowledge	Experience working in a similar environment	Stock system experience Experience taking meeting minutes and providing administrative support Diary management Experience	CV
Competencies & Skills	Excellent administrative skills Strong IT skills, particularly Microsoft Excel and Outlook Effective communication skills Ability to work under pressure Ability to work on own or within a team Attention to Detail/Accuracy Highly organised		CV, interview and references
Other Attributes/Abilities	Self-Motivated Positive, can do attitude Passion and desire to succeed Positive attitude to change Good team player		Interview

Essential Criteria – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

Desirable Criteria – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.





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Obligations as an Employee

- You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.
- You are required to comply with the Links health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.
- You are responsible for applying the Links equality and diversity policies and principles in your own area of responsibility and in your general conduct.
- You have a responsibility to promote high levels of customer service within your own area of work.
- You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.
- You may, with reasonable notice, be required to work within other areas of the Trust.
- You have the responsibility to engage with the Links commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.