

UK distributor of luxury children clothing based in West London is looking for a **French speaking Commercial/Administrative Assistant** for their wholesale and retail departments. You will work with the commercial team as well as with the administrative team.

This is an exciting opportunity to start working in fashion.

ROLE:

Commercial support:

Wholesale

- Participating in setting up the showroom for buyers alongside with the sales team.
- Supporting the merchandising of collection with the sales teams within the showroom
- Assisting the UK sales team in season when/if needed
- Supporting team in preparation of samples for showroom
- Covering for UK customer service when needed

Retail

- Assisting the Retail Manager with website enrichment, including providing enrichment files, renaming, uploading images, reviewing the layout etc
- Point of contact for this retailer's web team, mainly around product enrichment and image
- Dealing with IT urgent issues on the days of inventory
- End of season returns

Administrative Support

- Receiving of post and distribution to relevant departments – daily
- Covering for UK customer service when on holiday or sick
- Various office administration duties to include pre-authorisation of invoices to relevant depts in the London office
- Liaising and contacting with accounts dept. in France to ensure monthly invoices are sent to the right counterpart in due time for payment.
- Collecting, reviewing expense claims and organising monthly return to the H.O in France
- Liaising with person responsible for building management invoices and ad hoc tasks
- Supporting Group Commercial Director on ad-hoc tasks such as presentations and projects
- Assisting the HR UK& Ireland Manager with payroll, monthly timesheet checks payslips preparation
- Working closely with head of Dept. in the UK office to ensure smooth administrative communication with HQ

PROFILE:

- Fluent French and English
- Highly organised and able to prioritise tasks
- Work well as part as a team and on own autonomy
- Previous commercial and administrative experience in France (1 to 2 yrs)
- Previous UK experience - a plus



SALARY & BENEFITS:

£20k-£21k/pa + 10% annual bonus

Additional benefits (i.e. Contributions to Gym, Transport, Company Private Medical Insurance)