ONLINE BUYING ASSISTANT

ROLE
The key aspect of the role is to support the Online Trading Manager & Creative Director in all aspects of the online platform from product launch and website maintenance, through to content creation for the digital marketing partners.

The site is growing circa 25% per annum and this role is key in supporting the online manager as part of the investment in the online team at Trilogy as we enter the next stage of our growth and investment.

KEY ASPECTS OF THE ROLE

PUBLISHING/LAUNCH
- Product Launch – The set-up and publishing process of all products on the site ensuring accurate descriptions, POS codes, imagery and category location.
- Copywriting – ability to create tone of voice in order to enhance the customer's online journey.
- Focus on maintenance of the ecommerce platform - ensure the product offer is merchandised commercially and creatively.

IMAGERY COORDINATOR
- Product Photography- Plan and track the seasonal photography calendar in line with delivery schedule. Liaise with the external photography team to ensure images are delivered to standard in a timely manner in line with the product launch dates.
- Sample Management- Ensure that the necessary samples are secured from the brands for shooting on time to meet the product launch dates.
- Image Management: Collate and organise all Trilogy photography as well as vendor assets and content.

REPORTING
- Pulling data for weekly reports and trade meeting.
- Responsible for reporting on weekly intake, product launches and sales
- Social: Liaise with Creative Director on weekly social posts in line with marketing activity.

SKILLS REQUIRED

- Passionate about Trilogy and the designer womenswear market.
- Strong organisation skills, ability to manage and prioritise a wide range of tasks whilst meeting deadlines.
- Proficient in Microsoft Excel.
- Excellent communication skills and can build relationships internally and externally.
- Enjoys working in a small driven team, thrives in taking responsibility and has a positive approach to tasks.