



# Superdry & Co

AUTHENTIC PREMIUM OUTFITTERS

## SOURCING ASSISTANT - CHELTENHAM

### WHO WE ARE

Superdry have been making world-class product for over 20 years, and we're proud of it. Our mission is to inspire and engage the contemporary style-obsessed consumer, whilst leaving a positive environmental legacy.

Together, we have built a brand that has cut through the global apparel market at record speed, taking market share from brands that have existed for decades. But we have a big opportunity ahead of us as we launch 4 new collections.

We are now on an exciting journey to reset our brand and return to our design-led roots and we are looking for talented people to join us on our journey.

### THE ROLE:

As a Sourcing Assistant, you will support the on-time delivery of salesman samples for key selling appointments and media samples to the photo studio. Working closely with Sourcing, Central Purchasing, and Global Sourcing offices, you will place salesman sample orders with factories and support delivery timelines by closely tracking order status, proactively chasing updates, and collaborating with stakeholders to resolve issues that may cause delays. You will also maintain accurate product and labelling data across systems, ensuring information remains aligned throughout the product lifecycle.

### YOU WILL:

- Place salesman sample orders with factories and manage the process from order placement through to delivery tracking and supplier invoicing
- Support the on-time delivery of salesman and media samples by closely tracking order status, chasing shipment updates, and escalating risks where necessary
- Hold regular calls with global sourcing offices to review delivery status, working collaboratively to resolve potential delays or shortages
- Produce and distribute weekly sample status reports, highlighting risks and providing proactive updates to senior stakeholders
- Investigate and resolve missing or delayed samples
- Maintain accurate style, colourway, and product labelling data across all systems
- Create and share data files with label suppliers, monitoring critical paths to support on-time label delivery



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- Respond to labelling queries that may impact bulk production
- Support trims, packaging, and ad hoc sourcing projects as required
- Provide administrative support to the wider Sourcing and Purchasing teams
- Build strong cross-functional relationships to support a fast-paced retail environment

## YOU ARE:

- Highly organised and confident managing multiple priorities in a fast-paced environment
- A clear and proactive communicator, comfortable liaising with cross-functional teams and global partners
- Able to work independently while contributing positively within a team
- Detail-oriented, with the ability to manage and interpret large volumes of data accurately
- Numerically confident and comfortable working with systems, spreadsheets, and reporting
- Resilient and adaptable, able to respond positively to changing priorities
- Degree educated (or equivalent experience), with an interest in sourcing, product, or fashion retail

## WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING....

- 25 days' annual leave, plus bank holidays, we also offer a holiday buying scheme
- An additional day off to celebrate your Birthday
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity, and adoption leave
- Company Pension scheme
- All employees are covered by our Life Assurance policy whilst working at Superdry. We feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual salary
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online
- Our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock
- A health cash plan is open to all employees.
- Flexible working - to help you achieve that all-important work-life balance



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- Access to onsite parking and as part of our sustainable development goals, we have a selection of electrical car parking points freely available to staff.
- A range of learning and development materials to help you in your career and grow with us
- We like to give back, so we allow our employees time off for volunteering work
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme
- A range of local discounts with businesses across Gloucestershire

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves at work.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.

Please also have a look at our career website. Here you can find information about the Growing Futures Programme, a scheme that supports applicants from ethnic minority backgrounds to apply for roles at our HO in Cheltenham.



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