

GET READY FOR EVERYTHING.

SUPERDRY
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PRODUCTION ADMINISTRATOR – CHELTENHAM

WHO WE ARE

Superdry have been making world class product for 15 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

We are looking for a Production Administrator to join our innovative company and support the Central Purchasing team with administrative duties which will facilitate the purchasing and production of our stock. This is a busy role, based in our head offices in Cheltenham, which will suit someone with high attention to detail, excellent communication skills and the ability to prioritise a workload. The ideal candidate will have experience of updating and maintaining computer systems, experience in excel and enjoy working in a fast-paced environment.

YOU WILL

- Process and monitor changes to critical paths on a weekly basis, working with our global supply base to ensure stock is delivered on time and in full. Escalating any issues to the Junior and Lead Production Merchandisers.
- Input purchase orders onto our system correctly and cross-checking details, so that precise records of agreements and requirements are kept
- Regularly update our systems with changes and activities on the critical path and confirmation of orders
- Approve shipping documentation and bookings with suppliers, ensuring orders are shipped to correct destinations to deliver to customers on time

YOU ARE

- Able to handle large volumes of data and repetitive admin tasks with accuracy

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- Good with numbers to take into account production, wastage and other key areas
- Highly accurate and have high attention to detail
- Experienced with using Microsoft Excel
- Able to work in a fast paced and challenging environment
- Able to work well in a team
- Excellent at planning and organising skills with the ability to prioritise own workload
- Enthusiastic and determined, with a team spirit and positive attitude
- A confident communicator in order to maintain a strong working relationship with key stakeholders including Sourcing, Merchandising, Quality and Technical, Logistics, Wholesale, and suppliers

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays, and an additional day off to celebrate your Birthday. We also offer a holiday buying scheme.
- 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 and 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.
- Private Medical cover - a taxable benefit, which managers are eligible to opt in to
- Flexible working - to help you achieve that all-important work-life balance
- We want you to share in our success and so we have a choice of Share Save schemes you can opt into
- 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 along with a massive 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.

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To support our Diversity & Inclusion agenda, we have introduced blind applications, which are a simple and straightforward practice during the first step of the hiring process. This means that some personal information, for example, name, gender and education history will be removed at application stage to prevent bias.

As we won't be able to look at your CV, please make sure your profile is as detailed as 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.