



Job Description

極度乾燥(しなさい)
Superdry®Careers

Logistics Assistant – Samples Administrator - Cheltenham

Superdry is a genuine British success story that has grown to an annual turnover of £872m, with our brand already worth £1.6bn in total global consumer sales. We are a multichannel operator with well-developed and highly successful retail, ecommerce, wholesale and franchise businesses and customers in virtually every country in the world. We are well on our way to achieving our goal of becoming a global digital brand.

The Role

The Samples and Post team are responsible for the movement of all our sample products all around the world. We're the nerve centre of how we transport our clothes and accessories from our factories all around the world, through our consolidation centres onto our wholesale partners.

The Samples Administration team manage and oversee the sometimes complex but always time critical operation through our three consolidation centres, based in the UK, Hong Kong and Turkey. We work closely with couriers and third party providers to ensure volumes are distributed in line with business expectations and budgets.

You will

- Assist with the dispatching of all SMS samples to external stakeholders, including the creation of all relevant customs documentation and shipping labels
- Work closely with the Logistics Team Leader-Samples Warehouse to ensure all samples are dispatched on time and in the most efficient way
- Collaborate with other head office departments with the dispatching of parcels with customs documentation training where applicable
- Monitor the progress of all inbound and outbound shipments relating to samples and resolve any problems that arise during transit
- Assist with the updating of the SMS tracker / WMS
- Maintain and build strong relationships with couriers and advise on shipping volumes
- Develop an understanding of the internal and external customers' expectations and ensure these requirements are met at all times, assisting with data collation to support this function
- Gather and assist with data collation relating to compliance and form good relationships with suppliers to reduce compliance issues and highlight them where necessary
- Ensure all supplier and courier invoices are updated and approved in a timely manner
- Assist with raising purchase orders for team consumables and training providers
- Maintain and update the PLM system
- Support the Logistics Supervisor-SA and the Logistics Manager-Samples & Post with project administration and data collection

You are

- Able to demonstrate Intermediate excel/google docs skills
- Ideally aware of warehouse management systems and have experience in warehouse operations, however this is not essential
- Someone who values quality and a high level of accuracy with attention to detail



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- A strong communicator, both verbal and written
- From an administration background with ideally 2 years in an administration role
- Someone who is process lead and performs well within a structured team

Working for Superdry has never been so rewarding...

- Everyone receives a generous salary, pension contributions, life assurance
- 25 days holiday plus an extra day to celebrate your birthday
- Unrivalled range of Learning & Development programmes
- Eligibility to join our Share Save initiatives
- Amazing staff discount, 50% online and in store, plus an on-site staff shop and subsidised cafe
- A range of team and company-wide social events
- Discounted gym membership, cycle to work scheme, wellbeing services and much, much more