

OCHRE

Production Assistant

OCHRE is an exclusive lighting and furniture design company that was founded in 1996 in London. As well as selling directly to individuals, much of our clientele consist of leading international interior designers and architects. Ochre's products can be seen in private residences, boutique hotels and restaurants throughout the world. We have showrooms in London and New York. We now seek an exceptional and experienced Production Assistant to join our dedicated team.

Responsibilities

- Log all client payments from Accounts, place purchase orders for all products and logging PO numbers
- Visit suppliers when appropriate to understand their various production methods, and to ensure appropriate packaging, component stock-holding and our required standards are met
- Record and regularly monitor all inventory of stock and component parts transferred and stored in all locations
- Manage stocktake process with all teams to ensure accuracy of records matches physical stock.
- Improve product packaging where necessary to eliminate damage to parts and finished products

Handles

- Manage production of all Ochre handles orders, including stocks of component parts and periodic replenishment, internal logistics, development, pricing & stock management
- Negotiate best manufacturing and plating/finishing prices, shipping and other business terms with suppliers of all component parts where possible
- Investigate and propose new suppliers to the business where required
- Manage recycling of existing stocks and aim to reduce imperfect stocks/improve quality from suppliers going forward
- Produce relevant reports/analyses from time-to-time using finance systems

General

- Adhere to all established company procedures and administrative requirements
- Organise and manage personal workload and workplace in an efficient and effective manner
- Always follow company behaviour and act in the best interests of the company
- Monitor product codes on QuickBooks to ensure consistency and accuracy
- Arrange postage of all relevant orders and samples where appropriate and in collaboration with members of the Ochre team
- Assist colleagues with tasks as and when required to ensure efficient running of the business

Who are we looking for?

- 3 years + proven experience in manufacturing production
- Experience of the luxury manufacturing sector or small batch production
- Excellent English, both written and verbal, communication skills
- Personable and demonstrates sound organisational skills
- Ability to work under pressure and to strict deadlines
- Proficiency in MS Office 365 suite essential
- Sage200 financials, Bill of Materials and commercial modules desirable
- Experience in stock control software

A competitive salary will be offered to the right candidate, dependent on relevant experience

Please send your application with a covering letter, explaining why you would be best suited for this role, to careers@ochre.net