

TOAST

PART TIME PRODUCTION CO-ORDINATOR - MATERNITY LEAVE COVER

Born in a Welsh barn in 1997, TOAST has grown from loungewear and nightwear to become a unique lifestyle brand, creating, and curating simple, functional, beautiful clothing, home ware and editorial.

TOAST is renowned for its thoughtful, contemporary design and commitment to traditional textiles and craftsmanship. The brand aspires to be *the* global lifestyle brand synonymous with Social Conscience.

TOAST has studios in both London and Swansea and is one of the very few UK clothing brands with its own pattern room.

TOAST celebrates a slower more thoughtful way of life in shops throughout the UK, concept stores around the world and online at www.toa.st

The emphasis within the TOAST workplace is on our values, thoughtfulness, integrity, courage, simplicity, creativity with a culture of drive, challenge, collaboration, growth, and inclusion. We work hard to communicate intelligently with the wider world and strive against doing the obvious. We value serious thought in many broad fields – in art, literature, design, philosophy, travel, science as much as we do in fashion. Though our output may appear simple, it is always produced with great attention to detail.

As a strategic priority TOAST nurtures imaginative talent and change makers. As part of the TOAST team, you are a catalyst for the brand's successes. To realize our ambitions, we need you to share our interests and values, have an enthusiasm for TOAST itself as well as a deep knowledge and passion for your own specialist area.

In return for your dedication, TOAST will offer a supportive and stimulating working environment with flexible working hours and generous staff discounts. You will receive a comprehensive induction, including product and brand training, that helps to plant a deep understanding of TOAST that can be carried confidently through your work and into the outside world.

We are committed to equality of opportunity for all staff and applications from individuals are welcome regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

TOAST

PART TIME PRODUCTION CO-ORDINATOR - MATERNITY LEAVE COVER

| | |
|------------|---|
| REPORTS TO | Production Co-ordinator Manager |
| LOCATION | Swansea |
| Contract: | Temporary fixed term 12 months – extendable if required |
| Hours: | 24 hours per week/ 3 days per week |

ROLE OVERVIEW

- To liaise with the Technical Product Developers, Suppliers, Freight Forwarders and Merchandise Departments and Warehouse team, to ensure product is delivered in line with the critical path.
- To embrace the company values and consistently communicate in a positive and collaborative manner.

ROLE IN DETAIL

- Working closely with the supply base to understand their strengths and capabilities, maintaining good & effective working relationships.
- Strong critical path management ensuring deadlines are met to meet company requirements.
- Work closely with the Technical Product developers and supply base for cost negotiation, attend handover meetings and prepare costs/lead time/minimums info for seasonal line freeze meetings.
- To place orders on PLM system as per critical path.
- To monitor and highlight sealing deadlines.
- Order and ensure timely receipt of labelling and special packaging requirements.
- Monitor and drive on time delivery for phased launches.
- Report delivery predictions for the season and be proactive in problem solving with any delivery delays.
- Ensure shipment samples sent to PD team for approval prior to ex-factory.
- Achieve best freight options and costs, liaising with freight forwarders.
- To order and deliver wholesale orders to Toast warehouse for distribution.
- Process reorders and ensure delivered to warehouse as agreed delivery dates.
- Invoice checking and approval. Negotiating discounts/raising debits where applicable.
- Process any Marketing order requests for planned activities.

EXPERIENCE AND SKILLS REQUIRED

- Experience in a production/ merchandising/buying environment.
- A team player who can work on team projects as well as on an individual basis.
- Clear and concise communicator with strong organisational and administrative skills, and able to manage a diverse workload.
- Someone who understands the product life cycle and has experience working within a mail order and retail environment.
- Computer proficiency essential: MS Office, Excel. Desirable experience: PLM/Oracle Netsuite systems or similar.
-
- **WE OFFER:**
- Hybrid working
- Employee Assistance Programme
- 25 days annual leave plus bank holidays
- A contributory Company pension scheme
- Cycle to work scheme.
- Free Eye test and contribution towards glasses
- Company discount

If you would like to apply, please send a cover letter and CVs to jobs@toa.st