

SKIN ROCKS

by Caroline Hirons

Merchandising and Operations Assistant Full-Time Position Based in London

Caroline Hirons (CH) Limited and Skin Rocks Limited, founded by Caroline Hirons, is a skincare company underpinned by education, authenticity and authority. Skin Rocks is a powerhouse small business with an ever-growing portfolio of projects and campaigns that celebrates and showcases every facet of skincare.

Working as part of the Skin Rocks and Caroline Hirons operations and merchandising team this is a key role liaising with both internal and external customers to ensure the flow of product meets critical dates. This role is therefore pivotal to sales targets and objectives.

Reporting to the Operations and Projects Manager and working cross functionally within the business, as well as with our external partners, including our 3PL warehouse, product suppliers and retail partners - this is a varied and exciting role!

Responsibilities

- Assist Operations and Projects Manager to ensure timely completion of both SR and CH related projects.
- Monitor replenishment POs for SR brand and communicate any changes to key stakeholders.
- Manage end to end delivery of SR merchandise plan (e.g. GWPs, SR Sets)
- Play a key part in wholesale process managing PO's, uniform requirements, factice and new line forms for our retail partners.
- Assist the Operations Manager with project management of Caroline Hirons Kits.
- Ordering shipping collateral for both Skin Rocks and Caroline H.
- Process orders in a timely manner for internal customers. Liaising with 3PL warehouse.
- Support HOM and Operations Manager with data collation and make recommendations as required.
- Liaising across departments regarding launch timelines schedule attending key meetings and updating timelines.

Skillset, Experience and Qualifications

- Previous experience within Buying, Merchandising or Wholesale including managing critical paths desirable.
- Beauty brand experience preferable but not essential.
- Ability to manage projects in a highly organised, structured fashion, showing attention to detail, good judgement and an 'eye' for opportunities
- Ability to solve problems in an agile, autonomous manner.
- Intermediate plus skills in Microsoft Excel.
- High level of numerical accuracy.
- Effective prioritisation, implementation and monitoring skills . Able to follow process and also suggest improvements.
- Strong team player with ability to listen, support, contribute and influence
- Excellent communication skills.
- Proactive self-starter, able to work under pressure and who is flexible and able to pivot when priorities change.
- Deadline driven; able to prioritise tasks effectively.

Skin Rocks operates on a fully inclusive hiring policy, without exceptions. Our one prerequisite is that you are the best at what you do.

Salary: £30,000

Employee Benefits:

- 25 days annual leave, plus an extra day off on your birthday
- Annual Discretionary Bonus
- Contributory Pension Scheme
- Private Medical Membership
- Life Insurance
- Staff Discounts
- Product Allocation / Gifting
- Enhanced Parental Leave Policies
- Wellbeing Support
- Optional remote Fridays
- Training & Development Support

Full benefit details and eligibility criteria, available upon joining. Pro-rated for part time employees.

To apply, please email your CV and covering letter to: irock@carolinehirons.com