



Trainee Buyer (Office Furniture)

Office Furniture Company

Rype Office a rapidly growing and award-winning office furniture remanufacturer based in London.

We are disrupting the office furniture industry by creating stylish offices at 80% less environmental impact and half the cost of furniture and materials made from virgin resources. We manage the end-to-end process across the value chain from design to remanufacturing to installation.

We have been listed as one of the top ten European start-ups to watch in the Circular Economy and mentioned in the Harvard Business Review on our remanufacturing processes and adoption of circular economy.

Our achievements to date:

- 200 projects completed
- Revenue doubling every year (including 2020)
- 1,000,000 kgCO₂e avoided
- 9 awards
- 7,000 hours of paid work for long-term unemployed with disabilities

We are looking for a trainee buyer to join the team who shares our passion for sustainable solutions and wants to learn all about high end office furniture and circularity.

We are growing and there will be career growth opportunities for the right candidate.

Location:

The role will be based at Rype Office's premises in West London with frequent visits to suppliers and other sites across the UK.

Position:

Reporting to our experienced Buyer you will join a rapidly growing business, and gain hands on experience on procuring high end office furniture for remanufacturing.

You will ensure that the purchased office furniture meet our standards by visiting our suppliers frequently and making sure that our relationships with our suppliers are maintained to a good level.

Key Responsibilities:

Your day-to-day activities will vary and will be dependent on your readiness to take on new activities.

Responsibilities will include:

- Maintain good relationship with our suppliers through frequent visits and communication.
- Assisting with sourcing stock, and when ready procuring stock.
- Visiting sites and assessing the quality of furniture and suitability for our remanufacturing purposes.
- Assisting with sourcing new suppliers, this could include wholesale office furniture dealers, upholsterers, powder coaters, polishers, building contractors furniture manufacturers.
- Responding to supplier queries.
- Ensuring deliveries are on schedule.
- Checking stock deliveries match the job order.

- Checking supplier price lists are up to date.
- Providing administrative support to the buyer.
- Tracking stock and replenishing stock when needed.

Essential Criteria/Experience:

- Eligible to work in the UK.
- Full clean UK Driving License showing permit to drive a manual vehicle, up-to-date medical information.
- Able to work varied hours, which may include occasional out-of-hours, overnight and weekend work.
- Effective communication (both oral and written) skills with demonstrated ability to present ideas.

Desirable Criteria/Experience

- Proficiency in MS Office (Outlook, Excel, Word).
- Previous experience in office furniture industry

The successful candidate will be:

- Energetic and driven individual passionate about the environment and circular economy.
- Good with numbers
- Self-motivated and well-organised.
- Fluent in spoken and written English.
- Focused on quality & have an eye for detail.
- Able to prioritise and cope well under pressure.
- Able to form on-going business relationships with suppliers.
- A Team Player
- A warm and affable personality
- An excellent communicator & negotiator

To Apply:

Send your application, comprising a CV and cover note explaining why you are suitable for this role to Georgette at brent.works@brent.gov.uk