

# Westbridge

Furniture Designs

## Fabric Technology Administrator

We are looking to recruit an enthusiastic individual who has proven administrative skills, ideally having an experience with working with fabrics.

### The Role

Assisting the Fabric Technology Department in all aspects of fabric technology and quality control, the individual's primary role will be to provide administration support. Main duties include: -

- Planning, ordering & coordinating fabric testing for sampling and production.
- Inspecting, assessing and recording the test results against specified performance requirements.
- Monitoring the cost of testing against budget.
- To maintain style file records, supplier profiles and environmental code of practice as well as controlling the issue of fabric standards, specifications and key date plans for fabrics.
- To keep track of fabric deliveries in the region of 100 to 200 per week, allocating shade lots for each customer.
- To administer a product life cycle management system (PLM).
- Responding to requests and queries from internal departments, and externally from suppliers and customers.

### The Person

The successful applicant should:

Have proven experience of administration duties. Experience of working with fabric is desirable whilst being able to distinguish between colours, shades and pattern variations is essential. Should be educated to GCSE level C or above in Maths and English, and be computer literate with 'intermediate' level ability in MS Excel and Word or possess computing skills at ECDL EXTRA or above. Possess an eye for detail, be methodical and have strong organisational skills to cope with competing demands and tight deadlines; working accurately even when under pressure. Good communication skills (verbal and written) and be able to work on own initiative and as part of a team.

### Hours of Attendance

The hours of work: 0800 until 1700 - Monday to Thursday and 0800 until 12:30pm on Friday.

### Closing Date

The closing date is 10 July 2017 or until sufficient applications are received, so if interested please apply at the earliest opportunity. We welcome applications from all suitably qualified people regardless of gender, race, disability, age or sexual orientation.

No Agencies, please.

Our company

Westbridge Furniture Designs Ltd is a successful, vibrant and high-quality focused upholstery and soft furnishings design and manufacturing business making furniture for some of the UK's most prestigious furniture retailers.

Established in 2004, Westbridge is a subsidiary of Belfield Furnishings Limited and operates from three high volume-manufacturing sites in Deeside and Holywell (North Wales). Westbridge has enjoyed consistent year on year growth, with turnover approximately £90 million and employs over 1400 people.

### Job Type: Permanent

### Required education:

Secondary education

### Required experience:

Administration: 2 years