



JOB DESCRIPTION

TITLE	NetSuite Administrator
TYPE	Full-time
DEPARTMENT	IT
REPORT TO	Head of IT
BASED	London W1T 3EY

COMPANY PROFILE

Orlebar Brown launched in March 2007 as a more tailored approach to men's beach and swim shorts. Based on the traditional pattern of a tailored pair of trousers for men, and with their distinctive side fasteners, they are not just a swim short; they are the original and best shorts you can swim in.

In 2010 we took Orlebar Brown off the beach, out of the pool and into the resort with a range of tees, polos and shirts, and have since then developed the product into a full lifestyle offer including shorts, trousers, sweats, outerwear, knitwear, footwear and accessories.

The brand has rapidly gained global recognition and is sold through multiple channels. Web is the largest channel, delivering to customers globally through www.orlebarbrown.com. The first Orlebar Brown store opened in London in 2011, and there are now seven stores in the UK and six stores in the US, alongside stores managed by franchisees in Australia, France, Dubai, Greece and Kuwait. The brand is sold in the world's best Menswear retailers including Selfridges, Harrods, Mr Porter, Le Bon Marche, Saks 5th Avenue and Holt Renfrew amongst others, as well as through key trend and regional independent menswear stores.

In 2018 Orlebar Brown was acquired by Chanel, with a plan to continue the brand's growth and development internationally and across channels.

We are looking for another strong team player to join us on our journey in establishing Orlebar Brown as the luxury choice lifestyle brand for holiday clothes to wear every day.

THE POSITION

This role would suit a keen and enthusiastic self-starter, who has a passion for NetSuite. The successful candidate will be part of a dynamic team who are involved in all areas of a growing global luxury retailer.

There will be emphasis on cross subsidiary inventory as well as working closely with various department teams. This is a fantastic opportunity to learn and deliver great solutions to complex challenges.

GENERAL RESPONSIBILITIES

- Ensure the ongoing optimal use of NS as well as promote and implement Best Practices at all times
- Be responsible for the Regression Tests for the NetSuite Releases, as well as for all the necessary tests for the customised solutions deployed in Production by the team
- Be responsible for writing, organising and keeping all documentation for new and existing processes up to date
- Schedule and deliver training sessions with employees
- Troubleshoot issues and identify opportunities for optimisation of the processes
- Build Saved Searches, reports, workflows, dashboards based on business needs
- Create custom user roles and be responsible for the user management
- Work with departments to ensure data integrity and security, as well as promote and constantly work on Data Cleansing initiatives
- Proactively identify process mapping opportunities and help on capturing them
- Find innovative solutions to key business challenges

KEY SKILLS AND ATTRIBUTES

- Work well within teams as well as individually
- Excellent organisational and prioritisation skills
- Strong Problem-Solving and analytical/critical thinking skills
- Must be Quick Learner and keen to learn more
- Be able to communicate effectively within the team
- Experience of working in or closely with IT and IT teams
- Middleware and integration experience desirable
- At least 2 year working experience in a NetSuite Admin role or Finance equivalent
- Good understanding of finance and retail business processes and terminology (stock movements, billing, payments, A/R, general ledger, revenue recognition, planning, audit and reporting)
- Experience/understanding of a retail environment, particularly omni-channel/multi-subsidary inventory management

WHAT WE OFFER

- Join a diverse working environment of people who we learn from every day
- The chance to train and develop your skills in a fun and fast working environment
- Competitive benefits package – 33 days holiday (inclusive of 8 bank holidays), great discount on our products and other brands within the group, flexible working hours, company pension scheme, private healthcare scheme and cycle to work scheme.

It's never just a job at Orlebar Brown. It's a way of life. We live and breathe our brand values – Tailored, Vibrant and Brave. Our team define who we are and how we get the job done.

To apply, please contact jobs@orlebarbrown.com with a copy of your CV.

Direct applicants online. *Recruitment agencies – thanks for reading, but we've got this one covered!*