



JOB DESCRIPTION

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| JOB TITLE | Sales and Operations Coordinator |
| DEPARTMENT | Wholesale |
| REPORTING TO | Director of Wholesale and Operations |
| LOCATION | New York, NY |
| ROLE TYPE | Full Time |
| SALARY | Competitive |

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.orablebarbrown.com. The first Orlebar Brown store opened in London in 2011, and there are now seven stores in the UK and eight 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

The Sales and Operations Coordinator will be the critical support role to the US Wholesale sales team. They will support all aspects of Sales operations, including but not limited to, Market preparation, PO management, administrative tasks, shipping, data entry, and reporting.

The Sales and Operations Coordinator is a highly motivated, dynamic, and detail-oriented professional with the ability to work independently and in a team.



RESPONSIBILITIES

- Communicating order management status, timelines, and needs promptly and efficiently to sales, planning, and allocation teams
- Monitor US wholesale order book, ensuring timely shipments before designated deadlines/cancel dates
- Processing Purchase Orders and replenishments through Netsuite and Joor
- Constant update of the PO log, including new POs, updating ship dates, and seasonal order checks. Communicate this log to the field team weekly.
- Act as a liaison between the UK Operations team, the US Sales team, and the client with communication related to short shipments, damaged items, PO extension dates to name a few.
- Monitoring EDI/order issues as they arise and resolving quickly to allow order fulfillment.
- Run sales, invoicing, and transfer reports for the Director of Sales.
- Manage wholesale account Item setups and manage product image needs (VPI's) seasonally.
- Completing key account seasonal copy sheets
- Seasonal market preparation includes sample coordination, showroom set up and breakdown, logistics, and managing the market calendar.
- Supporting the UK operations team with all US related shipments
- Supporting finance with payment collection for proforma accounts
- Manage monthly expenses for Director of Wholesale
- Supporting the US team with any sales support duties as needed

KEY SKILLS AND ATTRIBUTES

- A team player who is enthusiastic and dedicated.
- Excellent written and verbal communication skills, including the ability to interact professionally with external and internal teams.
- Ability to establish and develop rapport with all areas of the business.
- A practical multi-tasker who can focus on the detail while never losing sight of the bigger picture.
- Willingness to go beyond the call of duty to get the job done.
- Proactive self-motivated individual, requiring little direction, uses initiative, and is a problem solver.
- Deadline/task orientated with a great sense of urgency.
- Must be proficient in Microsoft Office applications, particularly excel with strong analytic skills.
- Experience with Joor preferred.



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, including paid holiday, 60% discount on all OB product, great healthcare package for full time employees, FSA, 401K, and commuter benefits

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 jessy@orlebarbrown.com with copy of your CV and a friendly introduction.

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

References will be sought as needed.