**Buying Assistant**

**– 12 month contract**

**Sourcing Division, Egmont Publishing Ltd**

At Egmont we are passionate about children’s publishing. Our buying department works with some of the world’s favourite children’s brands including Disney Princess, Paw Patrol & Thomas the Tank Engine, as well as having a growing and successful own brand portfolio with Toxic, Go Girl and Download.

Our Buying department is recruiting for a Buying Assistant to join our busy Global Sourcing Team.

Cover mounted free gifts are a key sales driver in the Children’s Publishing Market.

In this role you will be supporting the buying team in their day to day duties. You will be responsible for co-ordinating your own portfolio of global non-UK lead covermounts, sample management, general administration, online communications and reporting as well as other duties. You will often be the first port of call for our customer enquiries and logistics providers, so strong communication skills are a must.

The ideal recruit will be an outgoing, friendly, self starter who can really add value to the team. This role is ideal for someone in their first or second job role, who is keen to learn and hopefully progress within the organisation.

To be considered for this great opportunity your experience should come from working within a customer facing role (internal or external), or a similar role that reflects the skills required for the job. You may have prior knowledge of retail buying, product design or the magazines publishing industry. This would be a bonus but not essential.

Above all you must be enthusiastic about children’s product!

If you would like to join us, please go to our website at www.egmont.co.uk click on role you wish to apply for and this will navigate you through to our Careers site. Please click on the Apply Now button and follow the instructions to complete and submit the relevant application forms. Please note that we do not accept CV’s. Please ensure you clearly state which position you are applying for. In case you have any questions to this position, please contact: recruitment@euk.egmont.com.

**Strictly No Agencies**

**Closing date: Sunday 29th September 2019.**

**Egmont is the UK’s top specialist children’s publisher selling almost 40 million books and magazines each year for babies to teens. The company is home to some of the world’s best loved authors, illustrators and characters such as Michael Morpurgo, Andy Stanton, Michelle Magorian and Lemony Snicket plus Winnie-the-Pooh, Wallace & Gromit, Tintin, Mr Men, Barbie, Thomas the Tank Engine and Ben 10.    
  
Egmont UK is part of the Egmont Group which was founded in 1878. It is Scandinavia’s leading media group and Europe’s largest children’s publisher telling stories through books, magazines, film, TV, music, games and mobile in 30 countries throughout the world.** [**www.egmont.co.uk**](http://www.egmont.co.uk)