



Job Description - Account Co-ordinator

Overview

- Take a lead role and first point of contact for client (Brand Owner, Retailer) and customer (Garment Manufacturer)
- Working as part of a team and using own initiative and decision making
- Personally responsible for your allocated accounts liaising with Global Key Account Managers
- Reporting to the Office Manager

Responsibilities

- Product development – specification, design, sampling, preparing and updating costing and development sheets
- Product management – inventory planning and monitoring, logistics, code allocation, system input cost, sell, rebate
- Customer management – order processing and monitoring
- Client liaison
- Managing and maintaining Web Order System:-
 - Admin
 - Promotion to customers
 - Education
- Sales and respective administration process control, including financial procedures
- Build on and maintain excellent client relationships

Personal Skills Development

- Product knowledge – personally and sharing of ideas, new techniques etc. with others in the business
- Time management – working to deadlines within critical paths, high level of responsiveness
- Project management – prioritise, advise and oversee other members of the development team internally and overseas
- Systems knowledge – Outlook, ERP, Excel, Adobe, Web Order System, The Eagle
- Excellent communication skills – telephone & electronically with overseas offices, and face to face
- High level of customer service whilst maintaining attention to company profitability
- High level of literacy and numeracy
- High level of attention to detail
- Accuracy in all areas especially literacy and numeracy
- Excellent record keeping, admin etc
- Personal development

ADDRESS

Nilorn UK Ltd
Unit 1A Acre Park,
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Keighley,
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CONTACT

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WORLDWIDE

BANGLADESH BELGIUM DENMARK
GERMANY HONG KONG INDIA ITALY
PAKISTAN PORTUGAL SHANGHAI
SWEDEN SWITZERLAND TURKEY
UNITED KINGDOM USA

REGISTERED

Nilorn UK Ltd
No: 00 434 050
England & Wales
VAT: 179 346 916



NILORN UK LTD

ADDING VALUE TO YOUR BRAND

BRANDING • DESIGN • PRODUCT DEVELOPMENT • LOGISTICS

Personal Attributes

- Discretion – client projects may hold sensitive or confidential information
- Take ownership of projects ensuring you are confident in the end result
- Adherence to the practises and procedures of Nilorn UK as outlined within QMS manual and departmental processes
- Working as part of a team to meet company objectives
- Promote Nilorn’s products, services and core values at all times
- Working to get the job done as necessary
- Effective and professional communication skills
- Being proactive and responsive always
- Travel may be required as part of the role

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