

## **Job description**

Role Title – Licensing Co-ordinator

Based in Loughborough, Buckinghamshire

### **Why join Style Library?**

There's something inspiring about working at Style Library, perhaps it's our iconic brands and the nature of our diverse range of authentic British designs as well as our ever-growing collaborations in our Licensing department?

If you love interiors as much as we do, this could be the beginning of a wonderful journey.

We create styles that celebrate a passion for colour, texture, craftsmanship and innovative design. We are a global leader in interior design and we are proud to manufacture, market and distribute our brands around the world. We employ approximately 700 employees and now have exciting opportunities to join our growing **Licensing** team on a permanent basis.

If you're looking for a new challenge, join us as we inspire creative living in every home.

### **The Role:**

Reporting to the International Licensing Manager your responsibility will be to support the licensing team with administrative duties, coordinating all enquiries and working closely with the marketing and sales team to ensure licensing initiatives are supported and connected to the core business.

### **What's involved:**

- Support Licensing Manager with maintaining licensing calendar
- Support Licensing Manager with ensuring licensing partners are provided with all available and appropriate marketing assets
- Administrative and organisational duties within the licensing team to help ensure smooth and efficient running of this busy department
- Handle all general enquiries within the department
- Communicate launch dates and product availability to all relevant internal departments
- Support with preparation of presentation materials and information packs for key meetings and events
- Place product orders on the system within the department when required
- Manage photography from partners and ensure these are saved in the vault – when relevant renamed and sent to customers.
- Support Licensing Design Assistant with organising hotel bookings, transport, refreshments and lunches for meetings and customer presentations.

### **Essential Experience \Qualifications Required:**

- Degree qualified preferred in Business or Marketing.
- Minimum of one years' experience in a similar role (this could be marketing, business development, sales, admin)
- Comprehensive computer skills including Photoshop, Microsoft Office, Outlook, Word, Excel and PowerPoint.
- 'Can do' attitude

- Well organized with the ability to plan and deliver on tight deadlines with attention to detail
- Enjoy working in a team and closely with a number of internal stakeholders
- When required willing to travel regularly in order to engage directly with partners
- Proven experience of prioritising work-load and using initiative
- Interested in the industry and our brands
- InDesign and Adobe experience would be an advantage

**What's in it for you:**

As a Style Library employee, you will enjoy a competitive financial package, generous staff discounts across all brands as well as licensed products and 25 days annual leave.

If this sounds like the next step in your career - make your application today! We're looking forward to hearing from you! Send your CV to [jobs@walkergreenbank.co.uk](mailto:jobs@walkergreenbank.co.uk)

You must meet the legal requirements to apply for this job. At Style Library we are committed to providing equal opportunities to all applicants and, and we welcome applications from candidates with diverse backgrounds.