

JOB TITLE – Assistant Merchandiser Trading

REPORTS TO – Trading Merchandiser

LOCATION – Denham

DEPARTMENT– Merchandising

SCOPE OF JOB -

PURPOSE - The Assistant Merchandiser will support the Trading Merchandiser to maximise profitability by effective forecasting, trade analysis and stock management.

RESPONSIBILITIES

- Key focus on stock replenishment to keep all Live skus in stock at the appropriate months cover.
- Daily up-keep of stock repeats to meet backorders confirmed by customer service team.
- Produce and collate weekly trade reports for the Merchandiser.
- Review and identify weekly sales and profit trends, best & worst sellers and Collection & Design performance.
- Highlight recommendations in response to trading activity, along with ensuring availability is maximised in response.
- Contribute to weekly trade meetings.
- Work closely with key retailers to feedback sales and stock information, encouraging them to push best sellers and help sell through slow sellers.
- Forecast the WSSI with accurate sales, markdown costings & intake to maintain maximum profitability on the department.
- Lead the merchandise administrator in taking responsibility for the accuracy of all data capture and provide exceptional data housekeeping.
- Support the Merchandiser with additional sales reporting and analysis to support business decisions.
- Support the merchandise administrator to ensure timely and accurate placement, amendment and confirmation of Purchase Orders.
- Support Senior Merchandiser for planning new collections – range plans, sales analysis & general ad hoc.
- Prepare analysis for new collection planning to be used for sign off meetings – pricing, cost, volumes.
- Book quantities of products to meet launch dates and respond to in season variables.
- Monitor the product delivery Critical Path from buy to Warehouse for each SKU.
- Work with Freight Forwarders and suppliers to plan Warehouse drops and optimise supply chain performance.
- Control stock commitment and take action to meet future sales estimates and Stock KPIs.
- Take ownership of flow line management, pro-actively reviewing forecasts and planning/amending intake to reduce covers while maximising availability.
- Managing seasonal designation of stock accurately, by planning and trading of continuity lines.
- Support the Merchandiser to develop and maintain the stock discontinuation plan.
- Build relationships with the Design, Marketing and sales teams to improve communications.
- Support the Merchandiser to build an effective and proficient Team environment.
- Deputise for the Merchandiser as required.

MEASURES OF SUCCESS

- Achieve sales, profit, stock and intake targets for the department.
- Control of Intake and stock management for the department.
- Stock availability and back order targets met.
- Ensuring all Product Data is set up and accurately maintained on all Company systems.
- Responsibility for trading the department, providing appropriate OTB + MD proposals where appropriate.
- Delivering Seasonal Collection analysis with recommendations reviewing supplier performance and sharing this knowledge with the supplier and wider team.
- Building an understanding of the overall business & departmental performance down to line detail.
- Develop a strong understanding of the Style Library end consumer.
- Potentialize sales for each marketing campaign.

CONNECTING WITH OTHERS

Design Team

Sales Team

Finance Team

Customer Services

Working with Design to plan new collections to achieve sales, profit and stock targets.

Provide the sales team with vital stock and sales information regularly and support communications with retailers.

Provide analysis to enable accurate planning of future sales targets, stock holding and cash flow.

Support customer services with stock information to enable improved communications with retailers.

QUALIFICATION

N/A

EXPERIENCE & SKILLS

- Experience working within a merchandising team within the retail industry.
- Strong numerical, analytical and interpretive skills.
- Negotiating skills.
- Advanced working knowledge of MS Excel including complex formulas.
- A logical and analytical approach to work.
- The ability to relate to the product and understand the Retailers and End Consumers.
- Strong organisational skills and an ability to think strategically.
- Excellent written and spoken communication skills.
- Ability to initiate and build strong relationships with Marketing, Design, Sales, Customer Services & Finance.

BEHAVIOURS

- A proactive self-starter; both a team player and a problem solver by nature.
- Strong interpersonal skills.
- Strong communication skills.
- Influencing skills (internal and external).

FOR LINE MANAGER ROLES ONLY

TOTAL EMPLOYEES –	DIRECT REPORTS –
COST RESPONSIBILITY –	REVENUE RESPONSIBILITY –
INFLUENCE –	

I agree within reason to undertake other duties over and above those listed in the job description.