

MATCHES

Job Description

Job Title: Assistant Merchandiser
Department: Merchandising
Reporting to: Merchandising Director

Key Objective:

The objective of this role is to support the Merchandising team to maximise commercial opportunities through the effective management of inventory, driving sales through improved availability and forecasting and reducing mark down and maximizing profit.

Main Duties & Responsibilities

Trading:

- Provide weekly summary of key performance indicators within departments of responsibility and the wider business, relating to sales, stock, profit, and markdown versus budget and last year
- Key contact for all analysis relating to departments of responsibility and the wider business
- Maintain Weekly Stock Sales and Intake forecasts (WSSI)
- Manage intake flow into business to hit monthly forecasts, drive sales and minimise risks and communicate to DC for short term work flow planning and longer term budgeting
- Work with the Allocators to control inventory levels, allocations and replenishment to branches as required
- Key contact for stores and e shop on inventory availability queries
- Provide analysis and summary of Markdown and Promotional activity for departments of responsibility and wider business
- Responsible for ensuring that mark downs are on the system in line with the mark down calendar
- Interact with other teams to improve seasonal performance and drive best practices
- Conduct detailed ad-hoc analysis when required on specific products/product groups
- Key contact for merchandise reporting and all aspects of merchandising processes and system use

Planning and Forecasting

- Partner with the buying teams to create seasonal strategies for departments relating to all KPI's
- Provide historical analysis to develop Seasonal Planning Forecasts for departments of responsibility

- Update and Collate Total Company Seasonal Sales Plans and OTB; review with Merchandising Director
- Create seasonal markdown planning documents and collate total departments proposals for review with MD versus Financial targets
- Create seasonal planning packs together with MD
- Any other ad hoc duties as reasonably requested

Essential Skills and Experience

- Fluent in written and spoken English
- Specific experience in fashion retail merchandising preferably within multi-brand environment
- Advanced planning and analytical skills, including computer skills.
- Good judgement and decision making skills
- Confidence in suggesting calculated risks
- Strong customer awareness and understanding
- Passionate about product, strong market and brand awareness
- Discreet, professional and well spoken, with excellent communication skills
- Exceptionally organised, methodical and efficient.
- Time keeping & ability to meet stringent deadlines