



HIGHGROVE

JOB DESCRIPTION

Job Title: Senior Merchandiser

Reports to: Financial Controller

Job Summary: This is a “hands on” role in a small dynamic business. The individual must relish the opportunity of both developing and implementing an agreed strategy.

- To plan with the Buying Team a strategy for all the merchandise categories.
- To manage with the Buyers the supply of Highgrove Enterprises’ brand product from concept through to production and launch.
- Responsibility for the repeat ordering of all Highgrove Products.
- Development and implementation of an “Open to Buy” policy.
- Regular analysis of sales to assist in the range planning for each type of sales: retail and e.tail.
- Monitor and forecast sales trends to ensure maximum stock availability and the best possible rate of stockturn.
- Manage the RMS Stock Control System.

Principal Contacts: Chief Executive Officer, Buyers, Shop Managers, Digital Manager and Warehouse Manager

Main Areas of Responsibility:

- With the Buyers, develop and deliver a comprehensive buying/stockholding strategy, providing analytics to support decisions to ensure that it meets customer needs, identifies opportunities and risk, whilst protecting profit and margin.
- Implement an “open to buy” process and present monthly product performance reviews
- Fully evaluate product performance data to inform the development of range plans.
- Identify market and key trends to understand category requirements
- Review and monitor range plans regularly with the Buyers to reflect changing sales/trends etc.
- Provide accurate sales forecasts to identify stock requirements.
- Achieve agreed sales and stock targets.
- Joint responsibility with the Buyers for the overall profitability of each category.
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- Manage the repeat ordering of all products lines.
- Analyse various financial reports and be able to present your findings, offering strategic guidance and insight
- Monitor and forecast stock and sales performance against budget.
- To manage company stock of central products within targets agreed with Buyers and the Financial Controller to meet plan sales.
- To propose price mark down and clearance activity to phase old and new product through the business within product option and profit targets.

- To manage the range plan for each shop and product area.
- To identify the appropriate number of product options and sales targets with the Buyers and the Financial Controller.
- Manage the phasing of new products into the business to ensure launch dates are met and all supporting information to the rest of the business is correct, provided in a timely manner.
- Report on a monthly basis to the Buyers and the Financial Controller figures for each product category.

Working Relationships

- The postholder is responsible jointly with the Buyers and the Financial Controller for the delivery of objectives and a productive and close working relationship is essential to the role, whilst maintaining an independent perspective.

General

- Carry out any other duties that are reasonably requested by the Chief Executive Officer.
- Play an integrated role, including participating in team meetings and in strategic planning.
- Attend training courses as and when required.

Health and Safety

- Maintain awareness of health and safety issues and responsibilities.

Employee Specification

Essential:

- Be educated to degree level or equivalent within a relevant field; for example, Retail, Business, Mathematics or Economics.
- Currently working as a Senior Merchandiser, within a retail environment.
- At least one year's experience in the gift market.
- Be passionate about working within a numbers orientated environment and enjoy analysing large volumes of sales figures and data.
- Experience of implementing "Open to Buy" process.
- Previous experience of Stock Management across multi sites using a computerised stock control system.
- Excellent interpersonal skills
- High standards and attention to detail.
- High degree of confidentiality and discretion
- Flexible and pro-active approach.
- Proven ability to remain calm when working under considerable pressure.
- Sense of humour and an even temperament.
- Smart, professional appearance.

Desirable:

- Interest in The Prince of Wales, and an awareness of his work and activities.
- Experience of working with UK artisans producing high quality products a benefit.

Applying for this role

Please send an email stating why you are interested in this particular role and why you would like to work for Highgrove Enterprises, together with your cv to:

cfarquhar@highgroveenterprises.com AND pkelly@highgroveenterprises.com