

Job Description

Job Title: Merchandising Admin Assistant

Department: Merchandising

Reports to: Senior Merchandiser

Our Story

From its inception in 1994, Chrissie Rucker's vision was to build a company that specialised in stylish, white, designer-quality items for the home that were not only exceptional quality, but also outstanding value for money. In addition to this devotion to simplicity, it was imperative the customer was put at the heart of everything and provided with a second-to-none shopping experience - and so The White Company was born.

Today, the company that began as a 12-page mail-order brochure has become one of the UK's fast-growing multi-channel retailers and a leading lifestyle brand with 60 stores across the UK and impressive global growth. The White Company also has two stores in the US – 155 Fifth Avenue NY and The Mall, Short Hills, New Jersey, plus concessions in selected Nordstrom stores.

Role Overview

To assist the Merchandising team in all aspects, with focus on retail stock allocation to ensure optimum ranges are always correctly set across all channels with the aim to maximise retail sales and profit. You will be responsible for raising purchase orders & ensuring all orders are correctly maintained on the system, managing intake levels and general administration. Weekly trade reports are also a key component of his role as you would be responsible for the back order, out of stock & availability reports among others; acting as a key component between Buying, QA and Supplier teams.

Main Duties and Responsibilities

Purchase order & Intake management

- To raise purchase orders and ensure that all orders are correctly maintained on the system. To demonstrate awareness of key dates, lead times and critical path deadlines.
- To ensure that information such as price, quantity, delivery date and supplier are correctly maintained.
- To manage supplier confirmation and intake delivery schedule.
- To keep up to date with Buying, QA and Suppliers in weekly Critical Path meetings.
- To ensure availability issues are flagged to Assistant Merchandiser.

Allocations

- To efficiently allocate stock to stores, to review store grading and IAQs, to ensure optimums are set correctly at all times across all channels.
- To work closely with Branch Merchandising, and respond promptly to store queries.
- To develop a thorough working knowledge of the allocation system and use it to maximise retail sales and profit.
- To ensure weekly replenishment is in line with forecast and trade actions.

Trading

- To produce accurate and comprehensive weekly trade report, end of season and ad-hoc analysis.

- To review weekly sales at option level and suggest trading actions.
- To update central reports i.e. Back Order Report, Out of Stock Report and Availability Report each week.

Merchandising Systems

- To develop a thorough working knowledge of all Merchandising systems – namely, Dynamics NAV, Mplan & TXT
- To ensure product seasonality is correctly set up and maintained within Mplan and TXT systems.

Commercial Awareness

- To undertake regular store visits. To produce appropriate business reports after each visit and follow up action plans.
- To undertake competitor visits on a regular basis and feedback any relevant points.
- To understand the critical dates and deadlines in both the planning and trading process.
- To build relationships with key business stakeholders.

Training and development

- To instigate appropriate improvements to working practices and systems.
- To adopt a positive and proactive approach to training and development, to participate fully in all team related activities.

Qualifications Required

- System skills including Excel, Word and Outlook.
- Graduate level.
- Retail experience preferred.

Note: This outline is to be used as a guide only. Changes in this Job Description may occur as the department changes and grows.