

MERCHANDISE ASSISTANT – TRILOGY

ROLE

- Support the merchandiser in all aspects of the business, with a focus on maximising sales, stock management and supplier management to ensure timely seasonal product launches.
- Responsible for sales reporting and analysis, in season stock reorders and maintaining stock levels.
- Work with the store allocation teams to ensure brand sales are maximised by location.
- Liaise with John Lewis to ensure a smooth running of our concession based business.

KEY ASPECTS OF THE ROLE

SALES ANALYSIS AND REPORTING

- Provide detailed sales analysis by brand, category and location
- Deliver the weekly trade reporting pack
- Identify commercial opportunities to maximise sales and profitability, proposing in season reorders and maintaining stock levels of continuity

STOCK MANAGEMENT

- Responsible for the timely delivery of product to agreed launch dates
- Work with the denim brands to ensure commercial stock levels by location on continuity product
- Manage product consolidation by location to increase sell through and profitability

SEASONAL ANALYSIS

- Provide detailed seasonal lessons learnt across product, brand, category and location
- Identify commercial opportunities and influence future buying plans

JOHN LEWIS CONCESSION BUSINESS

- Be the main point of contact for John Lewis
- Manage the concession business with the John Lewis buying team to ensure timely product delivery
- Responsible for the sales reporting of the concession business, influencing sales opportunities in season.
- Deliver the seasonal allocation of the concession buy.

KNOWLEDGE, SKILLS and EXPERIENCE

- Strong analytical and commercial skills
- Exceptional organisational and management skills with the ability to manage and prioritise a wide range of tasks whilst meeting deadlines.
- Flexible 'hands on' approach and ability to multi-task.
- Willing to adapt and take on new challenges
- Highly proficient in Excel and Retail Systems
- Strong written communication skills and ability to build relationships internally and externally
- Minimum of 1 Year experience in a similar role