

LULU GUINNESS

TITLE: MERCHANDISING ADMINISTRATION ASSISTANT
REPORTING TO: HEAD OF MERCHANDISING
EMPLOYMENT TYPE: FULL TIME
LOCATION: KENTISH TOWN, NW5

POSITION SUMMARY:

We have an exciting opportunity for a Merchandise Admin Assistant to join the Lulu Guinness team. The role is an entry level role supporting all aspects of Product Merchandising and Planning. The role is highly analytical and requires an individual who has an excellent understanding of Excel and can easily interpret data.

POSITION RESPONSIBILITIES:

- Assist in the management of stock levels in all branches as well as other sales channels such as wholesale, Franchise and TV Shopping
- Ensure the Monday Trade Analysis and sales reports are accurately produced and circulated to all teams
- Prepare seasonal launch packages for all stores and web.
- Manage the weekly store delivery schedule and ensure commercial Retail and Marketing calendars are considered when reviewing stock builds. Communicate with the Branch and Warehousing teams to monitor deliveries and allocations
- Produce Monthly and Seasonal Product analysis to support the Merchandiser with Outlet pricing and promotions.
- Review branch sales data, identifying any opportunities to maximise sales and stock turnover.
- Support the team by effectively managing the mark down administration
- Seasonally collate Competitor information to support pricing and range planning decisions as required.
- Produce seasonal sales analysis to review product categories, mark down, profit margin and missed opportunities. This will then be used for future range planning by the Merchandising and Design teams.

- Analyse the returns via stores and web, identifying trends and report to the Production team.
- Attend the weekly Critical Path meeting to monitor and analyse stock intake, ensuring that the needs of the business are being met.

SKILLS REQUIRED:

- Excellent numerical and Excel skills
- Confident and articulate communicator, able to build strong effective relationships
- Ability to analyse and interpret data, easily identifying issues and trends
- Proven time management skills – ability to work to tight deadlines
- Effective problem solver and decision maker
- Self-motivated and enthusiastic, can plan and prioritise effectively
- Active team player who drives own development
- Interest in working in within fashion retail
- Be commercial and aware of the changing world of retail.