

DIRECT WINES

Direct Wines Role Profile	
Position Title	Junior Business Analyst
Reports To	Senior Business Analyst
Overall Job Purpose	<p>To take responsibility for the day to day running of the Global Planning Systems (GPS) and provide user support for all Direct Wines' businesses.</p> <p>Support the vision of a global IT platform and a standardised global planning process, including their development and roll out.</p> <p>To provide support in the global planning process, wine data management, and business reporting and analytics</p>
Key Responsibilities	<ul style="list-style-type: none"> • Support the ongoing development of our global planning and buying processes with a mindset of continuous improvement, analysing business issues as they arise and proposing value-adding commercial solutions • Take operational responsibility for the global planning process and support merchandising and buying teams in their sales planning to achieve their range size, commitment and wine cost targets • Ensure global wine data integrity throughout our systems through managing global data tables and monitoring product-level accuracy and completeness • Provide reporting and analytical support to the Buying and Merchandising teams to support in business operations, monitoring and decision-making • Collate business requirements and contribute to the overall solution design • Conduct training as required and ensure that all users attain the required level of competence • Provide system and process documentation ensuring it is maintained regularly and accurately • Assist in the management of GPS applications on a day-to-day basis and provide functional support for users • Provide support to the Senior Business Analyst and Head of Global Planning as required.
Performance Measures	<ul style="list-style-type: none"> • 360 feedback • Business alignment to global process • Data completeness & accuracy • System availability, functionality and performance
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree standard or equivalent
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Retail, Merchandising or business analysis background with an affinity for technology <p>Preferred</p>

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	<ul style="list-style-type: none"> • Proven experience in a similar role/environment • Experience in merchandise planning systems and process development
Personal Qualities and Skills	<p>Essential</p> <ul style="list-style-type: none"> • Logical, highly analytical and extremely well organised • Exceptional attention to detail • Self-motivated, shows initiative and takes personal accountability • A great team player and service provider • Excellent presentation, communication and influencing skills • Strong IT skills particularly in the use of Microsoft Excel, merchandise planning tools and reporting systems <p>Preferred</p> <ul style="list-style-type: none"> • A very strong understanding of retail business process
Author	Kevin Davis
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