

LAITHWAITES

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| Position Title | Merchandising Administrator |
| Job Purpose | To support the Merchandising department with reporting, data input and item/offer set up. Identifying, communicating, and resolving system and customer issues. |
| Key Responsibilities | <ul style="list-style-type: none"> • Run, monitor, and share reporting data from Business Objects. • Create and maintain administrative documents for the Merchandising team in excel and OneDrive. • Communicate risks and issues to the Merchandising team with swiftness and efficiency. • Raise and follow up any customer or systems related issues affecting the Merchandising team. Support the testing and implementation of solutions. • Setup and maintenance of BOMs and Offers in GPS and AX • Upload data such as pricing and exclusions into AX. • Assist Merchandisers with copy checking and stock checking. • Identify shortfall and excess stock issues and support Merchandisers in resolutions. • Understand and assist with product availability reports and processes. • Potential for evening and weekend cover during operationally busy times. |
| Personal Qualities & Skills | <ul style="list-style-type: none"> • Numerate and analytical, with excellent attention to detail • Well organised and able to prioritise, especially under pressure • Ability to work to deadlines and be proactive • Excellent communication skills • Experienced in an administrative role |
| Author | Hannah Cunningham, June 2022 |