



Role Profile

Job Title	Buying and Merchandising Assistant	Reports To	Merchandiser	Location	Bradford
Job Code	GEN012		Grade	H2	
Date Created / Updated	June 2021		Department	Buying and Merchandising	

Purpose: To assist the Buying and Merchandising teams in all aspects of administration within the Department	
Your Role Accountabilities	Skills & Experience
<ul style="list-style-type: none"> • Maintain an effective administration system that will control all evaluation, photographic and, if required, sealed samples. • Input and maintain an effective and accurate merchandise file to EKR and matrix systems. • In the absence of the Assistant Buyer or Assistant Merchandiser, ensure departmental and inter-departmental communication is maintained. • Ensure all aspects of departmental administration are maintained to a high standard including minute taking during meetings • Housekeeping of department • Co-ordinate the despatch and collection/re-storing of samples for shoots and PR, chasing where necessary. Ensure all samples can be assessed in the absence of the AB. • Arrange for samples to be sent to supplier/PR • To support the selection of the product range under the guidance of the B&M team which maximises sale opportunities and anticipates and exceeds customer needs. • Prepare samples appropriately for meetings • Assist the B&M teams in compiling the product brief and in range selection throughout each season. • Attend fit sessions with Buyer/AB and QA • Set-up, manage and follow through all buying & merchandising administration systems and procedures to ensure product availability and on-time delivery. • Prepare and approve, with support, lab dips/strike offs and handlooms. Update suppliers of approvals and update the team on any issues which will affect product intake • Maintain/establish the department filing system with support • To be committed to the fair treatment of customers at all time • Ensure compliance with all applicable UK and local regulations, Company Policies and FCA Conduct Rules • Demonstrate behaviours in line with our Company values • To take reasonable care for the health and safety of yourself and other persons who may be affected by acts and omissions at work 	<ul style="list-style-type: none"> • Excellent keyboard skills <ul style="list-style-type: none"> • MS office, especially EXCEL • Knowledge and experience of using EKR and matrix is desirable • Professional telephone manner • Flexible and positive attitude and approach to work • Excellent organisational skills • Ability to prioritise effectively whilst working at pace • Excellent grammar and spelling