



Role Profile

Job Title	Merchandising Assistant	Reports To	Merchandiser	Location	Bradford Hubs
Job Code	GEN012	Grade	H2		
Date Created / Updated	May 2021	Department	B&M		

Purpose: To provide administrative support to the Merchandise Team so that they can maximise stock availability through accurate sales and stock forecasting and inventory management and assist in planning and merchandising departmental product ranges which satisfy customer requirements and deliver the core values and attributes of the Brand(s).

Your Role Accountabilities	Skills & Experience
<ul style="list-style-type: none">• Produce & distribute a range of pre-determined reports that enable the Merchandise Team to identify opportunities to improve KPI performance.• Create & distribute Purchase Orders.• Monitor & maintain Purchase Order delivery dates ensuring the records are up to date & accurate at all times.• Distribute DD estimates to suppliers, track, chase & summarise their responses.• Update product statuses on all FGH systems in to ensure availability & onsite visibility are in line with Merchandise guidelines• To be committed to the fair treatment of customers at all times• 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">• Strong organisational & administrative skills.• Ability to work on own initiative or as directed.• Strong desire to learn.• An enthusiastic, tenacious and proactive individual.• High attention to detail at all times.• Ability to embrace change.• Excel skills.