

Branch Merchandising Assistant

Role: To support the UK team in maximising sales for individual branches and ensures branches have the correct stock levels throughout the season. This is achieved through effective administration and communication with store managers.

Reporting: Compiles weekly sales information on an individual store basis and distributes accordingly.

Action:

- Refreshes weekly reports first thing on Monday morning
- Ensures finalised reports are distributed to the relevant departments
- Produces Ad Hoc for the department as requested
- Any relevant spreadsheets are updated and maintained
- Discrepancies are minimised through detailed checking

Branch Analysis: Regularly analyses branch sales highlighting and recommending action on stock issues.

Action:

- Reviews Monday reports and identifies areas that are under/over achieving
- Takes appropriate action to address branch stock packages under the guidance of the BM
- Prioritise information needed and generates relevant reports on BI query / Buyer Plan
- Monitors branch progress weekly to identify those that are continually down on LY
- Regularly updates and maintains the equipment database

Branch Liaison and Visits: Provides high level of service to the branches and builds effective working relationships through branch visits.

Action:

- Promptly responds to branches regarding their stock levels
- Visits branches at least once a month with the BM
- Raises any concerns during branch visits
- Quickly reacts to any stock issues after a branch visit
- Prepares visit reports for others in the departments

- Compiles follow up reports
- Discuss observations with the BM and other departments and implements agreed solutions

Business Communication: Communicates effectively across the business to promote awareness of Branch Merchandising and to build effective working relationships.

Action:

- Communicates with the DC when necessary
- Liases with the retail team regarding stock issues in their areas
- Set up and maintains an annual events calendar

Systems Development: Contributes to the testing of systems upgrades and strives to increase systems knowledge

Action:

- Carries out testing to help evaluate the success of upgrades
- Actively develops understanding of Mercatus / Buyer Plan / BI Query
- Continually develops knowledge of all systems by checking understanding, observing others and accepting constructive feedback

Health and Safety: Ensures the health and safety of their tea, in the work environment

Actions:

- Ensures there is a safe working environment by complying with health and safety guidelines
- Takes action to deal with any issues
- Informs line manager of potential and actual health and safety issues