



## **Merchandising Administrator – Denham, Buckinghamshire**

**Fixed Term Contract – until end of January 2019**

### **The Role:**

Reporting to the Head of Merchandising you will support the Merchandisers and Stock Controller to deliver the product plan that enables Style Library to sell a range of products that delivers sales and profit targets while improving working capital. This is a great entry level role for someone looking to gain experience in Merchandising / Supply Chain.

### **What's involved:**

- Take responsibility for the accuracy of all data capture and provide exceptional data housekeeping
- Establish the weekly replenishment order for all mills
- Expedite open orders
- Work closely with other departments (customer services and sales mainly) to deal with any queries
- Work with Freight Forwarders and suppliers to plan Warehouse drops and optimise supply chain performance
- Raise initial stock purchase orders for new product
- Undertake any ad-hoc projects as defined by the Head of Merchandising

### **Behaviours:**

We're looking for someone that is enthusiastic, committed, dynamic, helpful, inquisitive & professional

### **Experience & Skills Required:**

- Strong numerical, analytical and interpretive skills
- Negotiating skills
- Advanced working knowledge of MS Excel including complex formulas
- A logical and analytical approach to work
- The ability to relate to the product and understand the Style Library Retailers and End Consumers
- Strong organisational skills and an ability to think strategically
- Excellent written and spoken communication skills
- Ability to initiate and build strong relationships with Marketing, Design, Sales, Customer Services & Finance
- Experience working within a merchandising team within the retail industry would be highly regarded but not essential

### **What's in it for you:**

As a Style Library employee, you will enjoy a competitive financial package, generous staff discounts across all brands as well as licensed products and 25 days (pro-rata) annual leave. If this sounds like the next step in your career - make your application today! We're looking forward to hearing from you! You must meet the legal requirements to apply for this job. At Style Library we are committed

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to providing equal opportunities to all applicants and, and we welcome applications from candidates with diverse backgrounds.

## **Why join Style Library?**

There's something inspiring about working at Style Library, perhaps it's our iconic brands and the nature of our diverse range of authentic British designs as well as our ever-growing collaborations in our Licensing department? If you love interiors as much as we do, this could be the beginning of a wonderful journey.

We create styles that celebrate a passion for colour, texture, craftsmanship and innovative design. We are a global leader in interior design and we are proud to manufacture, market and distribute our brands around the world. We employ approximately 700 employees and now have exciting opportunities to join our Merchandising team on a permanent basis. If you're looking for a new challenge, join us as we inspire creative living in every home.