

LAITHWAITES

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	• Run, monitor, and share reporting data from Business Objects. • Create and maintain administrative documents for the Merchandising team. • 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 mixed cases and promotions in planning systems. • 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. • Assist with product availability reports and processes. • Potential for evening and weekend cover during operationally busy times.
Preferred Experience	• Experience in an administrative role • Proficient with Microsoft Office • Basic knowledge of AX and Business Objects • Good knowledge of our wine range
Personal Qualities & Skills	• 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
Author	Hannah Prince, May 2024