

TRILOGY

Assistant Merchandiser | Trilogy Stores, Kensington Church Street, London

Job title: Assistant Merchandiser

Reports to: Head of Merchandising/Head of Operations

Role Overview

Purpose of this position is to support the merchandiser in all aspects of the business, with a focus on maximising sales, stock management and supplier relations. You will be responsible for sales reporting and analysis, in-season stock reorders and maintaining stock levels.

Responsibility comes early and you will be influencing millions of pounds worth of stock from day one!

What you will be doing

- Responsible for weekly trade reports, focusing on Sales, Stock and Intake.
- Provide detailed sales analysis by Category, Brand, Location and other key metrics.
- Identify commercial opportunities to maximise sales and profitability, proposing in-season reorders and maintaining stock levels of continuous lines.
- Ensure timely seasonal product launches – managing suppliers to ensure they deliver on schedule to achieve launch dates.
- Work with key brands to ensure commercial stock levels by location.
- Manage product extensions and consolidations by location to increase sell through and profitability.
- Work with store allocation teams to ensure brand sales are maximised by location.
- Provide detailed seasonal summaries to influence future buying plans.
- Work alongside buying team and suppliers to secure all required information about new products.
- Work with the creative team to influence products featured in creative style guides and necessary marketing calendars.
- Work with the management team to manage promotional and markdown periods.

What we want from you

Someone with an entrepreneurial flair and ideas to support the planned growth of Trilogy as we continue to grow into new phases in the next 5 years. The qualities we require are:

- Strong analytical and commercial skills.
- Exceptional organisational and management skills with the ability to manage and prioritise a wide range of tasks whilst meeting deadlines.
- Flexible 'hands on' approach and ability to multi-task.
- Willingness to adapt and take on new challenges.
- Proficient in Excel and retail systems.
- Strong written communication skills and ability to build relationships internally and externally.
- Previous experience in a similar role is preferred but not essential.

What is in it for you

1. Monthly bonus scheme
2. Employee uniform allowance
3. Employee discount