Job description: Merchandising and Buying Assistant

Merchandising and Buying Assistant required for Britain’s leading Fair Trade fashion brand, to drive ecommerce and wholesale sales in this growing business. This role reports directly to the Merchandiser/Logistics Manager and the Buyer.

Responsibilities:

Merchandising

- Update Monday Reports: weekly sales overview, best and worst sellers, sell through, returns analysis, recommendations for moving slower stock
- Prepare seasonal product analysis – from attributing product (e.g. shape, colour etc) to analysing the sales figures, sizing analysis and lessons learnt for the merchandiser, buyer & designers
- Assist the Web, PR and Marketing teams by providing information in relation to collection launches and sales & stock levels
- Ad hoc web assistance to keep the website updated; changing item layouts, hiding out of stock items and attributing
- Pricing - Updating the systems with price corrections, silent markdowns and discounts. Helping to set markdowns
- Updating the designer royalties figures
- Updating and forecasting of the WSSI to manage OTB, markdown and terminal stock under the guidance of the Merchandiser
- Wholesale Shipping - Managing the wholesale customer shipments four times a year plus ad hoc shipping. Preparing proforma invoices for pre-payment customers. Communicating balances to finance. Create fabric checklists and commercial invoices for international deliveries
- Processing Wholesale sample invoices
- Any other ad hoc analysis

Buying

Purchase orders and SAP:

- Maintaining all product information on SAP
- Assisting the maintenance of each seasons range plan spreadsheet, chasing missing information and FOB prices as required
- Raising all purchase orders (including all supporting documents) and ensuring they are signed and emailed /couriered to producers in a timely manner
- Updating purchase orders with changes
- Chasing proforma invoices and liaising with accounts department to ensure they are paid
- Administration for the yarn ordering process as necessary
Sample invoices:
- Checking and filing all sample and courier invoices
- Liaising with Accounts dept to ensure sample invoices are paid
- Keeping a record of sample invoice amounts as directed by the Buyer / Accounts department.

General buying support:
- Market research and competitive shopping as directed by the buyer
- Admin support to help with the general running of the Buying department as necessary

Essential Skills & Requirements:
- Minimum 1 to 2 years experience in a similar role for a fashion company. Experience in ecommerce and/or wholesale an advantage
- Excellent PC skills, including MS office and Excel (intermediate to advanced). Experience of SAP preferable but not essential
- High level of numeracy and analytical skills
- Excellent written and verbal communication skills
- Capable of managing own workload and confident in liaising at all levels of the business

Personal Qualities:
- A strong, proactive team worker
- Flexible and enthusiastic
- Well organised with excellent attention to detail and works well under pressure
- Strong interest in ethical fashion, Fair Trade, sustainable and green living

Full time position with immediate start. Salary dependent on experience.

About People Tree:
People Tree is an award winning Fair Trade fashion label with mail order, online, wholesale and retail operations in Britain and Japan. We work with 50 Fair Trade groups in 7 developing countries to produce a stylish collection that respects people and planet. We give design and technical assistance to help marginalised artisans and crafts people overcome the barriers of selling their products. We pay our producers a fair price, offer advance payment when needed and commit to a long term partnership. We also set best practice standards environmental practice in garment production. For more details www.peopletree.co.uk

If you would like to be considered for this position please send your CV and a cover letter explaining your interest in working for People Tree to: hr@peopletree.co.uk