

# United Kingdom Jobs Expertini®

## Merchandising Admin Assistant (12 Month FTC)

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Company: Urban Outfitters Europe

Location: London Area

Category: other-general

**JOB TITLE:** Merchandising Admin Assistant (12 Month FTC) **REPORTS TO:** Assistant Merchandiser

Urban Outfitters started out as a single boutique in 1970s Philadelphia with creativity and uniqueness at its core. 50 years on, and over 60 stores across Europe later, we've become a destination for emerging design, unexpected styling, One-Of-A-Kind vintage and homeware that makes you want to hit the share button. We speak to a social community of over 10 million forward-thinking individuals, bringing together a nostalgia for the past with an enthusiasm to shape the future. The UO community are culturally aware, they shape the music scene, they live a digitally native life and they wear style trends before anyone else. At our core, we empower our customers and staff to express themselves, unapologetically, living life in a way that's truly authentic to them. We are always excited to bring new talent into the room, especially if you share our values: Progressive — we move with the mood Creative — we champion limitless minds Inclusive — we open our platforms to all communities Responsible — we work to reduce our impact on the environment Compassionate — we care for each other beyond the 9 to 5

**Sound like you, why not join us?**

**Role Summary** Our Merchandise teams work alongside Buying to plan, deliver and trade our product ranges. By reviewing previous seasons' best-sellers, keeping an eye on new reactions and constantly reviewing our sales forecasts, it's our Planning teams that make sure we have the right styles in at the right time - and in the right amount. As a MAA, you'll play a key role in this – using analysis to help decide which markets receive each style and making sure stores receive the right level of replenishment. You'll also run reports to help the team spot new sales trends – or perhaps an area that might benefit from some promotional

activity – while at the same time liaising with our suppliers to arrange their deliveries into our fulfilment centre. As you progress, you'll have the opportunity to support your team with other insight – whether that's analyzing geographical performance, reviewing a product trial on our website or keeping an eye on what sizes our styles are selling in. The retail world is changing fast – it's an exciting time to get involved.

**What You'll Be Doing:**

- Maximizing sales:
- Accurately allocate new styles and replenishment to our global websites and retail stores
- Review and update allocation quantities based on performance and market profile
- Ensure new stores receive an optimum range
- Manage your department's in-bound stock into our DC, working with suppliers to ensure they deliver on time and in the right amounts
- Work with the BAA to hold regular delivery schedule meetings, making sure everything's on track

**Supporting the team:**

- Provide accurate reporting on store, style and territory performance – daily, weekly and at key points throughout each season.
- Work with the BAA to keep our order and reporting systems accurate and up-to-date
- Support your Merchandiser and Assistant Merchandiser with ad-hoc admin as required

**What You'll Need:**

- First-rate organisational skills
- Confidence using Microsoft Office, especially Excel & Outlook
- Know-how with numbers
- A logical approach and a flair for problem solving
- An ability to prioritize workload to meet deadlines
- A flexible style and adaptability to changing priorities
- Great communication skills – both over email and face-to-face

**The Perks**

- Work-life balance:**
- Flexible start and finish times
- Bring your dog to work
- Wellbeing:**
- Employees Assistance program to support with mental, physical and financial health
- Fully equipped free gym and on-site wellness room in Brick Lane and 50% discount of external gym memberships
- Private Medical Insurance
- Employee Discount:**
- Up to 40% off at all URBN Brands (Urban Outfitters, Anthropologie, Free People and more!)
- Community:**
- One paid day to either volunteer or fundraise for a charity of your choice
- Travel:**
- Cycle to work scheme, season ticket loan
- Continued Development:**
- We offer structured support within the business alongside continued learning and development

We receive such a high volume of applications, unfortunately we can't reply to everybody. If you haven't heard back from us after 2 weeks, you haven't been successful on this occasion. However, don't let this put you off applying in future, please keep an eye on out for other opportunities.

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