

Stock Support Administrator

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Company: Jimmy Choo

Location: London Area

Category: other-general

Who You Are:As an early-career professional in retail stock management looking for your next step, you are energetic, reliable, self-motivated and have strong communication. You thrive in a rapidly changing environment, are detail-oriented and capable of multi-tasking and prioritising in a demanding environment.**What You'll Do:**Support the EMEA Retail Stock Coordinator with semi-annual stock takes across all retail & online locations including preparation, on the day and post scan tasks. Support with stock control measures including cycle counts and adjustments, to ensure mistakes and discrepancies at store level are highlighted, addressed and resolved. Ensure the concession portals are kept up to date by uploading seasonal product information and creating shipment invoices on a weekly basis and actioning the transfers and liaising with the concession teams. Monitor the end to end stock process flow for online and, investigating mis-deliveries and liaising with logistics to ensure successful receipt.**Action returns for online locations including Back Office processes for end of season destocks and faulty / damaged returns. Organise store transfers and consolidations aligned to the individual processes for each online location. Conduct regular visits to the online DC's to action cycle counts and investigate discrepancies to improve stock accuracy. Attend regular catch ups with new and existing DC teams to maintain and develop relationships to support with ongoing issues and identify processes for improvement. Assist with stores stock related ad hoc queries .Support with stores opening/closing across the EMEA region****You'll Need to Have:**Proficiency in Excel. Strong written and verbal communication skills.Experience of store / stockroom working beneficial.Ability to learn quickly and adapt to different environments.Willingness to help with physical tasks and

attend store / warehouse visits. We'd Love to See: Innovative and proactive, with a "can do" approach
Consistency and ability to deliver deadlines
Attention to detail, ability to prioritise and multi-task
Excellent communication and people skills
JC Perks: Generous annual leave
Product allowance
Cross-brand discount
Exclusive employee sales
Private healthcare
Pension and life insurance
Employee assistance programme
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