

GET READY FOR EVERYTHING.

SUPERDRY
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VM ADMINISTRATION COORDINATOR - CHELTENHAM

WHO WE ARE

Superdry have been making world class product for 15 years, and we're proud of it. Our mission is to inspire and engage the contemporary style obsessed consumer, whilst leaving a positive environmental legacy.

Together, we have built a brand that has cut through the global apparel market at record speed, taking market share from brands that have existed for decades. But we have a big opportunity ahead of us as we launch 4 new collections.

We are now on an exciting journey to reset our brand and return to our design-led roots and we are looking for talented people to join us on our journey.

THE ROLE

Our Central VM team is pivotal in providing direction to our full Retail and Wholesale estate on how to deliver an on-brand experience to the consumer. Working with the Senior Central VM Manager this role will support the Central VM function in all administrative duties spanning across the Creative, Digital and POS teams.

YOU WILL

- Update the VM Critical Path and Asset trackers, ensuring all relevant information is captured and inputted
- Ensure the Budget tracker remains up to date, highlighting any risks to the Senior Central VM Manager
- Support the POS Coordinator on the creation of allocations for stores physical assets
- Work cross departmentally on gathering of information such as on promotional activity
- Be first point of contact between stores and the Central VM team, managing the shared inbox and responding to requests
- Raise purchase orders when required ensuring external suppliers are paid in a timely manner
- Input requests to the Sample management team so stock is ready and available for VM mock ups
- Provide monthly VM communication updates to the wider business
- Ensure our internal communication platforms have the most up to date information, working the Retail Support Communication team to update them
- Support the Creative team in large mock ups when required
- Occasionally travel to attend Seasonal Launch builds when appropriate
- Book appropriate, travel conscious travel and accommodation for the Central VM team where required

YOU ARE

- Experienced working as an administrator
- Visual Merchandising experience is beneficial but not essential
- Experience in working with Mac software including InDesign and Photoshop.
- Someone who is highly organised and dynamic
- Able to work to tight deadlines in a fact paced environment
- An effective communicator and collaborator

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WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING...

- 25 days annual leave, plus bank holidays and an additional day off to celebrate your Birthday
- Family is massively important to us, so we have a broad range of family-friendly working policies in place, including enhanced maternity, paternity and adoption leave
- Company Pension scheme
- All employees are covered by our Life Assurance policy whilst working at Superdry. Whilst none of us like to think too much about what would happen if we were to die, we feel it's important to offer protection for your family and loved ones in such a situation and to support this we offer life assurance cover which pays a lump sum equivalent either twice or four times your annual salary
- A big staff discount – naturally. Because we know that you love to wear Superdry, you'll benefit from a 50% discount in store and online and our Head Office is home to our very own store for staff only where you can treat yourself to heavily discounted sample stock
- A health cash plan is open to all employees.
- Private Medical cover - a taxable benefit, which managers are eligible to opt in to
- Flexible working - to help you achieve that all-important work-life balance
- We want you to share in our success and so we have a choice of Share Save schemes you can opt into
- A global employee assistance plan in place that you can access anytime you want - it's free and confidential
- You'll also have access to a Cycle To Work Scheme and an excellent Car contract hire/purchase scheme along with a massive range of local discounts with businesses across Gloucestershire

At Superdry, everyone has a voice and we want to hear it. We create environments where individuality can flourish and is celebrated as part of who we are as a brand. We're incredibly proud that over 90% of our people feel strongly that they can be themselves when they are at work. We obviously feel their voices speak volumes.

We want to meet people with varied backgrounds because we understand that diversity of thought encourages new ideas to thrive, fuelling creativity and enabling us to do better work. We want to build a team which represents a variety of backgrounds, styles, perspectives, and skills; we hire people based on their merit and potential.

We also welcome conversations about flexible working for all roles at Superdry and will always accommodate it where possible.