



BRANCH MERCHANDISING ADMIN - CHELTENHAM

WHO WE ARE

Superdry have been making world-class product for over 20 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:

As a Merchandising Admin Assistant (MAA) within Branch Merchandising, you will be instrumental in ensuring that the right product is in the right place at the right time. MAA's are critical to our success, providing the link between Merchandising, Distribution Centres, and our Stores.

MAAs have strong analytical and numerical skills and relentless attention to detail. You enjoy working to time scales and meeting deadlines and demonstrate the ability to work on your own initiative. You will be ambitious, determined and looking to progress into a retail merchandising career.

YOU WILL:

- Allocate stock to stores in line with the agreed assortment plans and trading activities.
- Accurately execute allocations in line with the agreed standard quantities and trading parameters.
- Responsibility for line print management.
- Support the Assistant Branch Merchandiser and Branch Merch Leads with required administrative activities and reporting.
- Assist with Inter-Store Transfers, recalls and stock builds.
- Strive for the highest quality in what you do through continuous checking, reflecting & questioning.
- Work closely and collaboratively with Core Merchandising team to ensure range strategy is executed in line with plans.





- Build knowledge of the wider trading scenery enabling you to prioritize top performing stores.
- Support with focus store actions and projects.

YOU ARE:

- Someone from a retail background looking to build a career within a Merchandising setting.
- Naturally analytical with excellent numerical skills
- Able to multi-task and identify priorities and take personal responsibility to deliver upon them.
- A strong communicator, written and verbal.
- Willing to learn new skills and implement them quickly.
- Enthusiastic and confident with the ability to interact well with people at all levels.
- Adept at picking up new systems, with excellent IT skills including Microsoft Excel.
- High attention to detail.

WORKING FOR SUPERDRY HAS NEVER BEEN SO REWARDING....

- 25 days' annual leave, plus bank holidays, we also offer a holiday buying scheme
- 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. 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
- 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.
- Flexible working - to help you achieve that all-important work-life balance
- Access to onsite parking and as part of our sustainable development goals, we have a selection of electrical car parking points freely available to staff.
- A range of learning and development materials to help you in your career and grow with us



careers.superdry.com



Superdry & Co

AUTHENTIC PREMIUM OUTFITTERS

- We like to give back, so we allow our employees time off for volunteering work
- 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
- A 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 at work.

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.

Please also have a look at our career website. Here you can find information about the Growing Futures Programme, a scheme that supports applicants from ethnic minority backgrounds to apply for roles at our HO in Cheltenham.



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