



Job Description

極度乾燥(しなさい)
Superdry®Careers

Visual Merchandising Admin Assistant – Cheltenham

Superdry is a genuine British success story that has grown to an annual turnover of £872m, with our brand already worth £1.6bn in total global consumer sales. We are a multichannel operator with well-developed and highly successful retail, ecommerce, wholesale and franchise businesses and customers in virtually every country in the world. We are well on our way to achieving our goal of becoming a global digital brand.

The Role

Our Visual Merchandising team are central to the way our stores look and feel, helping to create that customer journey and bring the products to life. We are looking for a Visual Merchandising Admin Assistant who can enable the team to drive communication throughout head office and build strong relationships with the Group Retail Support teams. You will provide exceptional administrative support to the senior VM team and work with external suppliers for campaign roll outs.

You will

- Be responsible for updating budget tracker for all Central VM team expenditure
- Update the VM Critical Path with all dates provided by the Creative VM Manager
- Manage the VM Support inbox ensuring all issues are responded to and resolved in a timely manner
- Efficiently raise purchase orders when required ensuring external suppliers are paid in a timely manner
- Conduct a review process after all campaign roll outs ensuring any issues are captured and resolved
- Regularly update the VM database ensuring any changes to the store estate have been captured
- Book appropriate, budget conscious travel and accommodation for the Central VM team where required
- Support in the gathering of information from the wider business for the Creative VM Manager
- Regularly liaise with the Group Retail Support team, communicating all dates and VM activity
- Attend builds including directives and events, offering support when required
- Assist the Window Coordinator on all sample stock requests for creative set ups
- Support the Digital VM Coordinator on editing Visual Directives
- Coordinate communication to Senior VM's as well as the wider VM team across all channels
- Seek regular feedback to constantly improve ways of working
- Constantly work on improving relationships with the Central VM and wider VM team to achieve an aligned approach
- Manage expectations from all stakeholders and be able to prioritise and compromise to get the best result

You are

- Currently working in an Administration role
- Knowledgeable of Visual Merchandising and its importance within the business
- Ideally from a retail background or have an interest in fashion & design
- Proficient in Adobe CC including InDesign and Photoshop
- Confident using the Microsoft Office Suite and Google Drive
- Effective at planning & organisation tasks
- Reliable and have good time management
- Able to work efficiently under pressure
- A strong communicator



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- Creative
- Confident at stakeholder management & building strong relationships / collaboration

Working for Superdry has never been so rewarding...

- Everyone receives a generous salary, pension contributions, life assurance
- 25 days holiday plus an extra day to celebrate your birthday
- Unrivalled range of Learning & Development programmes
- Eligibility to join our Share Save initiatives
- Amazing staff discount, 50% online and in store, plus an on-site staff shop and subsidised cafe
- A range of team and company-wide social events
- Discounted gym membership, cycle to work scheme, wellbeing services and much, much more