



# Job Description

極度乾燥(しなさい)  
**Superdry®Careers**

## Merchandising Administration Assistant - 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

The Merchandising team are looking for a quick and avid learner to dive right into the role supporting our Merchandisers. You will quickly adapt to our product line and begin to establish which products are best/worst sellers within our stores. The role will play a key part in ensuring we maximise our profit opportunity and we have enough product in our stores to support growth. You will offer administrative support to the Merchandising team and oversee the intake of stock with central purchasing and logistics. You will need to have very strong organisational skills, incredible attention to detail, be able to prioritise work effectively and juggle many different pieces of work at once. You will be a quick learner with good computer skills.

### You will

- Manage stock intake efficiently with the Production and Logistics functions
- Keep commitment reports up to date
- Set up and run allocations in line with the department strategy
- Highlight problems that need resolving in a timely manner
- Maintain awareness of the best and worst sellers
- Make stock recommendations based on sales performance
- Maintain and update spreadsheets and databases with purchase orders and product attribute data
- Input all data into the spreadsheets and databases accurately

### You are

- Someone keen and eager to commence a career in retail fashion Merchandising
- Educated to degree level, ideally in a fashion related subject, though we are flexible
- Alternatively, an experienced administrator in roles involving a lot of number crunching
- Highly numerate with an analytical approach, able to interrogate large volumes of data and use it to deliver commercial insight and recommendations
- An experienced and highly competent user of Microsoft Excel, able to use advanced formulas, lookups and pivot tables for reporting
- A competent communicator who is comfortable liaising with various departments and colleagues at all levels
- Commercially aware with an interest in fashion
- Able to cope with the pressures of working within a fast paced environment
- Comfortable working within a team to deliver results as well as on your own



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## 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

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.