



**MERCHANDISE MANAGER**

**JOB & PERSON SPECIFICATION**

**MARCH 2019**



## JOB SPECIFICATION

**POSITION:** MERCHANISE MANAGER

**REPORTS TO:** CHIEF EXECUTIVE OFFICER

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### **Purpose**

The Barossa Co-op operates nine retail businesses in the Barossa Valley. The purpose of this role is to optimise the buying skills of the Team Members responsible for the selection and performance of the merchandise in each of these. The key objectives are to:

- Optimise customer satisfaction, reflected through the volume and quality of sales
- Maximise stockturns, ensuring inventory investment is optimised

This role is a part of the Executive Team at The Co-op, so the incumbent is to contribute to the development of the overall strategic direction and corporate planning of the organisation.

### **Key responsibilities**

#### **Corporate Planning**

- Contribute to the development of the strategic objectives and consequent corporate planning for the organisation
- Contribute to the development of marketing objectives, strategies, advertising and promotion programs
- Ensuring all merchandise-related business activities comply with relevant Acts, legal demands and ethical standards

#### **Merchandise Strategies**

- Work with the business unit buyers to identify consumer trends, shopper behaviour patterns and market opportunities
- Work collaboratively to introduce new product categories, suppliers, brands and/or ranges of products
- Develop and introduce frameworks for the evaluation of potential new product introductions
- Mentor business unit buyers in the development of merchandise strategies in each product category

#### **Merchandise Assortments**

- Review of all major supplier trading term agreements and their renegotiation as required
  - Development and introduction of category and range review principles and processes
  - Continual improvement in gross profit margins
  - Provide guidance to the business units regarding store merchandising
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### **Promotional Program**

- Ensuring that promotional programs are aligned with merchandise strategy objectives
- Establish Business Development Funds to support the promotional program
- Management and capture of retail trade rebates and supplier reimbursements
- Develop and introduce disciplines for inventory management in relation to the promotional programs and the management of seasonal fashion merchandise

### **Supplier Relationships**

- Ensure The Co-op is recognised by all suppliers as a key and valued partner, irrespective of the size of their business



## PERSON SPECIFICATION

### Qualifications

- Relevant tertiary qualifications are preferred but not essential in purchasing, supply, or an equivalent discipline

### Skills/experience/attributes

- Excellent communication skills
- A track record of Team success
- Demonstrated leadership capabilities
- Prior success as a mentor and coach
- A 'hands-on' approach to change management
- A high level of commercial acumen
- Buying experience within the retail sector
- A high level of computer literacy
- Highly developed analytical capabilities
- Proven negotiation skills



## HOW TO APPLY

Applications should be addressed to Andrew Reed. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential telephone discussion, please call (08) 8100 8827.

### **Please Note**

Your application will be automatically acknowledged by a return email.