

Role Purpose: In this commercial role you will be responsible for supporting the Category Manager in developing and growing your categories. You will use your excellent verbal and written communication skills to liaise with suppliers and internal stakeholders. You will assist your Category Manager in preparing and maintaining commercial plans, creating and carrying out presentations, updating and preparing reports, maintaining product data and pricing files in addition to general administration tasks.

Function / Business Unit: Commercial - Buying

Location: Remote/Office

Reporting Line: Category Manager

Budget Responsibility: N/A

Team Management: N/A

Key Accountabilities / Responsibilities:

- Develop and maintain effective supplier relationships
- Effectively set up new products and suppliers
- Update and maintain product data, including attributes, status, website content, images and pricing
- Prepare and maintain Category reports and supplier EPOS data
- Assist the Category Manager in producing and maintaining range plans, carrying out market research and competitor price indexing
- Provide general administration support to aid the efficient running of the Commercial Team
- Work with Supply Chain colleagues to ensure high levels of availability
- Work closely with other departments, including Marketing, Operations, Accounts and Customer Services
- Effectively review all promotional activity; implementing learnings to improve promotional and margin performance
- Work to tight deadlines under pressure

Required Skills & Experience:

- Prior experience working in a similar environment or a graduate looking to progress as a Category Manager
- Competent user of Microsoft office e.g. Excel (intermediate level), PowerPoint, Word as well as Google Suite

Behaviours:

Planning and organising - Know how to plan and organise your own time to complete tasks. Can adapt in light of unexpected situations. Set clear and realistic objectives and goals

Detail oriented - Thorough and accurate on all areas when working on a task. Performs tasks with care; is thorough. Makes few if any errors.

Communication - Communicates openly and effectively, ensuring that messages are clear and concise. Adapt content and style to help others understand.

Drive and motivation - Focuses on results and desired outcomes and how best to achieve them. Takes ownership for completing tasks and gets the job done.

Analytical - Has the ability to analyse and interpret data and make timely and considered recommendations.

Problem Solving - Anticipates problems and their impact. Weigh up alternatives and arrive at credible decisions.

Teamwork and collaboration - Understands the importance of team working. Looks for way in which to support and help others

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| <ul style="list-style-type: none">- Competent numerical and analytical skills- Excellent written and verbal communications skills- Confident in liaising at all levels of the business- Capable of managing and prioritising own workload- Organised with good attention to detail- Ability to demonstrate a broad understanding of the business and the impact of your role- Demonstrate high levels of knowledge about our customers and competitors- Team player, flexible and enthusiastic | |
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