

Job description and person specification

1, Summary Information	
Job Title:	Retail Assistant Merchandiser
Department:	Business and Commerce Retail
Contract Type:	Permanent Appointment
Pay Band:	Technical and Professional level 1
Salary:	£23,230 per annum plus benefits
Location:	South Kensington
Hours:	41 including lunch breaks
Application Close Date:	Midnight on Sunday 24 March 2013
2. Role Summary	
<p>Reporting to the Retail Merchandiser to assist with managing sales and stock across all the retail outlets and product categories to ensure targets are met, and to identify opportunities and risks. The role will also involve assisting with the planning and sales forecasting of exhibitions and new product ranges. You will have the opportunity to work closely with the buying team to help develop the range and establish relationships with external suppliers, as well as having the opportunity to work with other departments across the Museum.</p>	
3. Competences (requirements)	
<p><i>Applicants must demonstrate evidence of the detailed criteria outlined below to be considered for the post. Please address each of the skills criteria in the 'Application Questions' section in the online form.</i></p>	
<ol style="list-style-type: none"> 1. Degree (or equivalent), or substantial relevant experience 2. 2 A Levels (or equivalent) 3. GCSE Mathematics and English 4. Previous merchandising experience in a fast paced retail environment 5. Experience of preparing and analysing weekly sales and stock reports 6. Experience of purchase order processing and liaising with external suppliers 7. Knowledge and understanding of implementing markdowns and promotions 8. Experience of managing stock takes 9. Knowledge and experience of processing stock transfers and write-offs 10. Knowledge and experience of computer software and systems (including Excel, Word, Outlook and EPOS) 11. Ability to apply merchandising practices and procedures to provide solutions for the retail business 12. Strong attention to detail with proven numeracy and analytical skills 	

5. Main tasks and responsibilities (<i>job description</i>)
<ol style="list-style-type: none"> 1. Prepare and analyse weekly sales and stock reports, highlight and help resolve all merchandising issues 2. Set up all new products, place initial order quantities and determine replenishment parameters 3. Create and process all repeat orders 4. Liaise with all suppliers to improve order fulfilment and strengthen working relationships 5. Work with the warehouse to manage stock availability and replenishment, and resolve all issues effectively 6. Assist the merchandiser with implementing ad hoc markdowns and promotions 7. Manage the weekly rolling stock takes and assist with the end of year stock takes 8. Provide merchandising support and knowledge for the shop teams to improve sales opportunities
6. Diversity and disability
At the Natural History Museum we value the diversity of our staff and volunteers and the benefits they bring to our organisation. We welcome applications from candidates with disabilities.
7. Application method
<ul style="list-style-type: none"> • Apply on-line before the closing date through the NHM website: www.nhm.ac.uk/jobs. • Complete the on-line application form. In the 'Application Questions' section, please provide specific examples from your achievements, knowledge, skills or experience to demonstrate how you meet each of the requirements (section 3) for the role. <i>You must complete this section.</i> • Tell us what attracted you to the role. • Tell us about anything else you believe is relevant to your application. <p>Please note:</p> <ul style="list-style-type: none"> • You must fully complete your on-line application and we discourage the use of CVs. • Partially completed applications with CVs attached will be rejected. • Individual cover letters and CVs submitted outside of the on-line application system will not be considered. <p>If you wish to provide additional information other than a CV to support your application you may upload this on to your on-line application. A maximum of 2 documents may be uploaded. Each document should not exceed 1Mb.</p> <p style="text-align: center;"><i>You are advised to prepare your examples and evidence in a word document before transferring them to the on-line application form.</i></p>
8. Selection and appointment
Selection decisions are based on merit with candidates assessed against clear, objective criteria at each stage of the recruitment and selection process. All offers of employment made are conditional and subject to satisfactory completion of all pre-employment checks.
9. Salary Information
Salary for the successful candidate will be £23,230 per annum plus benefits
Different rules for pay on promotion may apply to internal candidates. Please refer to the Pay Chapter of the Staff Handbook or contact HR for advice.
10. Contact for general enquiries
HR general enquiries: Gill Sandford Tel: 020 7942 5302, g.sandford@nhm.ac.uk

