

# Space & Planogram Planning Assistant



## Role Description:

To report to & work alongside the Merchandise Planner across their categories assisting in the management of stock & sales performance. Communicating with internal and external personnel including Suppliers, Product Managers and Business Centre Managers by using a variety of media to include face to face contact, telephone and all forms of written media.

## Your Responsibilities:

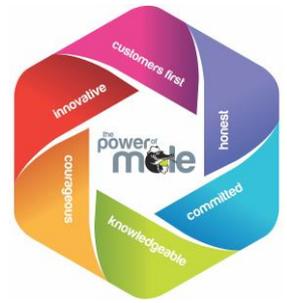
- Analysing historic Space & Sales performance, presenting key facts and trends
- Working with Product Manager & Merchandise Planner to develop the optimum layouts within the Mock shop as required for their Categories
- Using Financial analysis to feed into the Range planning process, working with the Product Manager & Merchandise Planner.
- Producing planograms for categories and creating Head Office Bulletins to ensure implementation in stores, working within agreed critical path and process.
- Working within the set critical path to ensure all Planograms are launched on time and with full availability
- Ensuring regular contact with the Retail Operations team
- Managing the yearly Space Audit in Stores and compliance with Retail Operations team
- Producing Space & Sales analysis required to ensure full optimisation of space in stores, working with Product Management & Merchandise Planning teams to manage space and ranges
- Managing the Space & Sales analysis required to ensure full optimisation of space in stores working with Retail Operations manage space and merchandising solutions
- Effectively producing Planograms and Merchandising solutions for the Business, both inside store and outside Yard
- Working with the Product Manager and Merchandise Planner to review the product ranging within store & brand and helping to ensure relevant systems updated accordingly.
- Attending monthly Gondola End Meetings to ensure that the most relevant promotions and products are highlighted on the gondola ends in accordance with the Business requirements.
- Ensuring that Gondola End Planograms are launched with the stores in a prompt and effective manner and working with Retail Operations to ensure compliance and implementation

## Personal Specification:

Requirement
<b>Experience:</b>
Working in a similar role is desired
Previous retail experience
Previous experience understanding stock management (desirable)
<b>Knowledge/Skills:</b>
Computer literate with working knowledge of Microsoft Excel, Word and Outlook
Ability to work under pressure & to tight deadlines
Ability to use Excel and analyse data



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Ability to work flexibly, on own initiative and as part of a team
<b>Personal Attributes:</b>
Highly organised with strong attention to detail
Strong interpersonal and communication skills
Through and Methodical

## Behaviours for the role and in line with The Power of Mole:

- **Customers First** – we are always approachable, friendly, and considerate to the needs of our customers
- **Honest** – we have an open way of working and are always respectful of one another
- **Committed** – we exist to serve and protect British agriculture and are committed to those who share our way of life
- **Knowledgeable** – we use our influential voice to create change and support our customers
- **Courageous** – we are passionate and creative people who feel confident to challenge others
- **Innovative** – we work collaboratively as a team to deliver solutions that make a difference

This role may be required to work additional hours as per the demands of the role. This job description covers the main requirements, but it is not exhaustive and may be subject to changes of definition as may become necessary from time to time.

