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| **Position Description** | | | |
| **Position Title:** | Merchandise Assistant | **Date:** | August 2024 |
| **Location:** | Takapuna | **Reports to:** | Head of Product |
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| **Who we are – Torpedo7**  **We've always been on the hunt for new ways to make the outdoors of New Zealand as accessible as possible while ensuring that everyone has the right gear for wherever their adventure takes them...**  **Over the years we've grown to be one of the most recognisable names for cross-category outdoor gear. We've evolved to a point where our extensive range can be found in our stores throughout the North and South islands not to mention we're online too, meaning we can now equip likeminded enthusiasts with the best clothing, footwear and equipment across all New Zealand 24/7. In 2009 we were proud to launch our own Torpedo7 branded range of gear, designed here in NZ to ensure the very best quality and designs at the best prices allowing all Kiwis to enjoy their epic outdoor playground no matter what their budget.**  **We know that the time spent outside is precious, so we want to help people squeeze the most out of that time. We are here to help our customers by equipping them with the best gear possible whatever their budget. We have the knowledge to help them get the most out of it and are approachable enough to share that knowledge.**  **We live and breathe our gear, so we know personally you can trust it. So, when that swell hits, that powder falls, that ride is organised or the elements are simply calling, our customers will be there - and so will we.** | | | |
| **Why you’ll love this role**  Our Torpedo7 brand lives and breathes outdoor sports and adventure, and we’re passionate about helping our customers do the same. Because our people use our products themselves, we pride ourselves on being able to help customers choose exactly the right gear and seeing them out there too! We believe that immersing yourself in the great outdoors isn’t just a pastime – it’s a pathway to connecting with nature, with others, and with yourself.  The **Merchandise Assistant** is a stepping stone into a Junior Buyer role as through working closely with the Buying team, you will have the opportunity to develop and grow your knowledge of the buying function. As a Merchandise Assistant, you will provide administrative and operational support to the Product team, playing a key role to ensure all tasks are executed to plan. In delivering the responsibilities of this role, the Merchandise Assistant will work closely with the Product, Store and Marketing teams. | | | |

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| **What you’ll deliver in this role** |
| * **Customer focus** – Ensure all activities carried out are in line with industry trends and best practices in store design ensuring ranging and layout delivers the ultimate shopper experience. * **Administrative support -** Assist the Product Team with administrative tasks, including data entry, preparing and maintaining purchase orders, sample coordination, delivery schedules and product specifications. * **Range and stock management** – Support SKU creation and maintenance, loading and updating of POs/Store splits as required; support the team to identify and communicate any potential issues and opportunities including promotional and key availability. * **Merchandising support -** Assist in the planning and execution of merchandising strategies, including in-store displays and promotions; coordinate with marketing teams to ensure alignment between merchandising and marketing; support visual merchandising initiatives to enhance shopper experience. * **Continuous improvement -** Implement continuous improvement initiatives to enhance displays and the shopper experience including analysing data and shopper feedback to identify trends and areas for improvement. * **Other tasks -** Other tasks as and when required. |
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| **What you’ll bring to the role** |
| * **Customer centric mind-set** – A proven track record or mindset that ensures that all work carried out always has the customer front of mind. * **Analytics & problem-solving** - Excelling in gathering and interpreting data, identifying trends, and making informed decisions. * **Technical qualifications –** retail experience. * **Relationship management –** Can effectively collaborate across a diverse range of stakeholders to foster teamwork. Being personable and skilled at building positive relationships. * **Planning & organising –** Can effectively plan work to ensure objectives are met on time. * **Adaptability & resilience -** You will demonstrate the ability to adjust to changing priorities, environments, demands and handling unforeseen challenges. Embracing new tasks or roles, and thriving in a dynamic work setting. * **Self-starter** –Not afraid to seek assistance when necessary to learn showing initiative to manage tasks independently, and has a desire to contribute to results. * **Travel -** Demonstrate flexibility to travel when required across our store network. |