

JOB TITLE: Merchandising Administrative Assistant	REPORTS TO: Head of Merchandising
FUNCTION: Administrative role to support the function of the Merchandising team	DEPARTMENT: Merchandising team, Business Strategy department
JOB PURPOSE: Assists the Merchandising Team primarily, with some support to the Buying Team. Creates products and orders on the system, sending orders to suppliers and chasing the orders into the business. Supports the Merchandising Team in reporting, store queries, stock queries, and general administrative tasks.	

Key Accountabilities	Key Activities / Decision Areas
Stock Management	<ul style="list-style-type: none"> Re-order all consumables for Retail as required, to ensure that stock continuity is maintained at appropriate levels. Manage levels ensuring never out of stock Re-order and maintain stock levels of components/labels for suppliers Monitor, maintain and amend product coding and product lead times to accurately reflect delivery schedules by liaison with Buying, Publishing, Retail, E-Commerce and external suppliers. Develop, monitor and maintain a system to ensure all orders are delivered to schedule, liaising with Buying, Retail and E-Commerce to ensure they are kept informed and updated on delivery schedules.
Internal & External Communication	Key Stake Holders: <ul style="list-style-type: none"> Merchandising team Buying team Mini Clipper Suppliers
Administration	Raising and amending orders: <ul style="list-style-type: none"> cost prices selling prices delivery changes quantity changes Product Books: <ul style="list-style-type: none"> compiling information from buying, design, merchandising to create a catalogue of all current products sending this to all stakeholders
Suppliers and Supply Chain	Build relationships with suppliers, escalate lateness and delivery issues where needed
Warehouse and Asset Management	Escalate warehouse issues to the wider team where needed
Wholesale	Action orders when needed

Role Dimensions	
Financial (limits/mandates etc.)	Non-financial (customers/staff etc)
None	<p>National Gallery and National Gallery Global departments, and specifically:</p> <ul style="list-style-type: none"> • Buying team • Merchandising team • Retail team • Creative department

Person Specification	
Competency / Performance Drivers	Technical / Professional Expertise
<p>Highly organised, task orientated</p> <p>Efficient, working to timelines and deadlines</p> <p>Self-starter</p> <p>Good communicator</p>	<p>Retail experience a bonus</p> <p>Museum experience a bonus</p> <p>Excel proficient</p>

The Promise Performance Behaviours (9)
Analytical, Precise, Enthusiastic, Adaptable, Consistent, Professional, Organised, Positive, Committed