

CUSTOMISING YOUR CV OR APPLICATION

YOU SHOULD ALWAYS CUSTOMISE YOUR CV AND COVERING LETTER SO THAT IT WILL APPEAL TO THE COMPANY YOU ARE HOPING TO WORK FOR.

When applying for positions, you should ALWAYS personalise your CV. You do this by reading the job description and looking at the company website. If appropriate call the company directly to ask the about the position, desirable attributes, skills and experience of their preferred candidate.

Once you have this information, you can use it to modify your master CV. Highlight key words, attributes, tasks and responsibilities and detail them obviously. Be sure that you evidence these claims; you will be asked about them within an interview.

ASSISTANT MERCHANDISER

Key tasks:

- **Managing** the stock on order with the suppliers
- **Analysis** and tracking of store sales, stock movements and best sellers
- Using and **inputting accurate data** onto merchandise planning software
- Contracting & **administration**
- **Liaising** with stores, buyers and quality department to identify the status of products
- **Organising** shipment authorisation
- Manage the **critical path** of the products
- Produce information for **compiling supplier contracts**
- Produce books – Commentary of product and history
- **Tracking range** from the time it is selected until it reaches the end of its life cycle
- **Work alongside** the Trader
- **Participate in production** planning and forecasting
- To **support** Merchandiser/Cell Head in day-to-day duties and cover in their absence
- Other ad hoc projects
- In time, will involve the **weekly production of figures/reports**
- Visits to other offices, stores and overseas

Knowledge and experience required:

Exceptional communication, organisation & prioritisation skills
Commercial acumen
Attention to detail
Graduate calibre
Good numeracy skills
Proficient user of Word, Excel, Outlook
Lateral thinker
Retail experience an advantage

Personality traits:

Willing to learn new skills
Work under pressure to tight deadlines
Commercial awareness
Good team player
Flexible

Personal profile:

A flexible graduate with extensive experience in merchandising and commercial awareness gained through a short stint in retail. A team player with excellent attention to detail and ability to work under pressure. A lateral thinker who is now looking to develop new skills within a womenswear company.

Key Skills:

- Numerical: Excellent head for number with the ability to analyse figures.
- IT: Proficient in Microsoft Word, Excel and PowerPoint.
- Communication: Strong communicator, able to negotiate verbally and a excellent listener.
- Organisation: Able to manage a conflicting workload and prioritise tasks efficiently.

Employment:

Administrator

- Created weekly performance reports
- Managing and co-ordinated the deliveries and stock
- Analysis of monthly data and
- Imputing information and maintaining the database
- Organising and tracking deliveries and shipments
- Assisted with the planning of production and events
- Liaised with suppliers and other UK offices
- Supported and worked along side the office manager