

# BAUKJEN

# Isabella Oliver

<b>Job Title</b>	Merchandising & Web Content Administrator
<b>Reporting to</b>	Product Management and Merchandising Manager
<b>Job Type</b>	Permanent
<b>Salary</b>	Competitive
<b>Location</b>	Kentish Town, London, NW5 2QE
<b>Working Hours</b>	8:45am – 5:30pm
<b>Eligibility</b>	Must be eligible to work in the UK

We have an exciting opportunity for a Merchandising & Web content Administrator to join our dedicated merchandising team. The Merchandising & Web Content Administrator will be responsible for web maintenance and will be involved in the continuous improvement of Baukjen.com and IsabellaOliver.com. Reporting into the Merchandiser, you will be tasked with providing administrative support across all aspects of trading, merchandise planning and forecasting.

The role is analytical and requires an individual who has an excellent understanding of Excel and can easily interpret data. The ideal candidate will be hardworking, pro-active, results orientated and consumer focused. This is an exciting role within the merchandising team and on a day-to-day basis, you will be working closely with the CRM & Web Content Administrator and the Product Management and Merchandising Manager. You must be able to work both independently and as part of a team and we are looking for a creative professional with an excellent level of attention to detail.

If you are interested in joining our friendly team, we would love to hear from you.

### **Summary of Key Activities:**

- Assisting the Product Manager in producing daily, weekly and seasonal sales analysis.
- Working with Production to ensure all TOS dates are correct on the website ensuring the customer has the most up to date information.
- Making sure Customer Services are informed of any TOS date changes so they can relay this back to the customers.
- Copy checking all catalogues to ensure there are no errors and all information provided to the customers is accurate.
- Maintaining departmental spreadsheets ensuring all information is accurate and correct and passing information on to the wider team as and when required.
- Managing, with support from the Product Manager, all new season set up, including SKU set up, size ratios.
- Be completely aware of stock levels and sales and provide correct best selling information to the design team to enable them to build emails.
- Take responsibility for the homepages, ensuring we are promoting best selling products.
- Update the best seller categories weekly to ensure they contain the correct products.
- With support manage and maintain the Rental and Pre Loved collections, including setting up SKUs for new products, liaising with the ART team about photography and getting the products on the site.
- Manage the day to day website issues (including raising tickets with 3rd party suppliers).

- Support the CRM & Web Content Administrator in fixing web related issues, including display, content etc and tracking any issues raised from feedbackify
- Support the CRM & Web Content Administrator in adding new products on the site.
- Support the CRM & Web Content Administrator in managing product categories, promotional categories, and other web content.
- Ensuring content has SEO optimisation and managing meta data.
- Support the CRM & Web Content Administrator in creating/testing discount codes for all channels and assisting with the promotional schedule.
- Building daily campaign emails using our email platform.
- Weekly reporting on email and web performance.
- Competitor research and monitoring trends.
- Helping at inhouse photoshoots due to knowledge of collection.
- Maintaining an excellent relationship with the warehouse including regular visits.
- Ad hoc projects as and when required.

### **The Ideal Candidate**

- Excellent MS Excel skills with an emphasis on attention to detail.
- Quick learner; able to apply learnings to future issues.
- Highly organised and diligent with a capacity to work on multiple projects at the same time.
- A team player who can coordinate with various departments to achieve end goals
- A self-starter and problem solver with lots of initiative
- Excellent verbal and written communication skills
- Comfortable with analysis and good knowledge of Excel, Word and Powerpoint

**Contract Type:** Full Term Contract

**Remuneration and employment terms**

**Salary:** Competitive

**Hours:** 8:45 am – 5:30pm

**Location:** North London, Kentish Town Tube

Please email CVs to: [Opportunities@IsabellaOliver.com](mailto:Opportunities@IsabellaOliver.com)