

Position: Merchandising and Ops Assistant

Location: Shepherds Bush Head Office and Home

Salary: Dependent on Experience

Hours: 3-5 days per week (negotiable)

At If Only If Nightwear, we are looking for someone passionate and hard-working to help with administrative duties across departments to ensure the smooth running of our growing departments. With main duties being on the merchandising team, this candidate will help the Merchandising Manager in reporting and analysis, as well as data housekeeping, assisting with uploads for stock, raising orders and more. The successful candidate will also help with managing store ops and stock by helping to replenish best sellers and newness to our store in Elizabeth Street. The role will be 4-5 days a week with Hybrid working between our West London Office and working from home.

What we're looking for:

- Accurate and a keen eye for detail
- Knowledge and familiarity with Excel and other Microsoft Office apps
- A positive, can-do attitude with ability to use initiative
- A keen interest in retail and ops
- Merchandising and retail experience
- Good communication

Key Duties

- Running weekly reports along with analysis
- Helping pull analysis and top call outs for Trade Meetings
- Identifying performance drivers and opportunities in store and online
- Assist with updating data in Line cards and WSSI
- Website walk throughs
- Size Analysis
- Raising Purchase Orders
- Helping to accurately maintain any changes on documents like Range Plans
- Actioning and monitoring price changes on the system
- Helping with data housekeeping and building new reports with assistance
- Supporting Merch Manager with Ad Hoc analysis
- Supporting with store operations including assisting with replenishment, allocations and shipments
- Uploads and imports into shopify and other WMS systems

- Supporting with logistics aspects like collating invoices, creating ASNs and liaising with suppliers and the warehouse
- Communicating across Product teams, Ops, Merch and Ecom
- Ad Hoc office ops

Employee Benefits

- 25 days holiday
- Generous Staff Discount and Allowance
- Workplace Pension Scheme offered through NEST
- Creative working environment and collaborative team culture
- Bonus Scheme
- Hybrid Working

Please email katie@ifonlyif.co.uk with your cover letter and CV