POSITION DESCRIPTION

POSITION TITLE   : Merchandise Planning Assistant /K4091

DEPARTMENT   : Merchandise Planning

CLASSIFICATION APPROVED BY : HRD

REPORTING RELATIONSHIPS

POSITION REPORTS TO   : Senior Merchandise Planner

POSITIONS SUPERVISED   : Nil

POSITION PURPOSE

This position is an entry level post in the Merchandise Planning Department. The job is essentially administrative, and involves helping more senior members of the team in the efficient day-to day activities of the department. The MP Assistant will be expected to learn and comply with the basic functions of the department.

The MP Assistant will work on a single product group.

He/She will be expected to solve low level problems, and to maintain good relations with other players.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Administrative tasks

- Assist with a single product group
- Ensure that stores are kept in stock up to the level of the model stocks set by the Senior Merchandise Planner
- Deal with daily store requests in a timely fashion
- Administer allocations of new products
- Manage Inter-Branch Transfers (IBTs) on a weekly basis, ensuring that top stores are kept in stock at all times
- Liaise with warehouse re deliveries

PERSONAL CHARACTERISTICS:

- Good Excel skills
- Can-do attitude
- Good team player

PERFORMANCE MEASUREMENTS

- Core processes carried out in an accurate and timely fashion.
- Positive mental attitude
- Willingness to carry out tasks as assigned

QUALIFICATIONS\REQUIREMENTS:

- Bachelor's degree preferred
- Entry level – no prior experience required
- Good basic IT skills

COMPETENCY REQUIREMENTS

The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated

(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)

- Drive for Results   - 1
- Customer Focus   - 1
- Integrity and Trust   - 1
- Team Work   - 1
- Problem Solving   - 1

Department Head: ....   **Employee: ....**