JOB PROFILE

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| **DEPARTMENT: Buying & Merchandising** | **POST TITLE:** Visual Merchandising Executive |
| **SALARY: Negotiable Based on experience** | **REPORTS TO:** Visual Merchandising Manager |
| **HOURS: 40 Hours per week** | **RESPONSIBLE FOR: N/A** |

The following information is provided to help applicants understand and appreciate the general work content of their post and the role they are to play at Limitless Digital Group Limited (LDG). The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the salary has been established on this basis.

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| **Key Purpose of Post:** |
| The purpose of the role is to ensure that new products brought in to the business meet brand standards by the time they go live on transactional websites. Another key aspect is the upkeep of existing products; ensuring that the visual merchandising of all products maximises their sales potential. |
| **Main Responsibilities of Post:** |
| * To take responsibility for new merchandising requests, ensuring the request is successfully followed through to completion; up until the point of the products going live on transactional websites. This will include the categorising of new product, assigning filter values, and ensuring the products with sold with/alongside other relevant or essential product. * To work closely with numerous teams (Buying, Purchasing, Data Management, Marketing), ensuring that products move smoothly through the critical path, and meet brand standards by the time products go live on transactional websites. * To consistently and reliably track all ongoing progress, on a per product basis, on the critical path, ensuring proper visibility for all adjacent teams. * To take personal responsibility for the final sign off of all product that go live on transactional websites. * To take on a variety of tasks that pertain to the upkeep of existing product on transactional websites. |

**PERSON SPECIFICATION**

A person specification is a profile of who could best perform the job; it describes the attributes, skills and experience which are required to successfully perform the role.

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| **Knowledge:** |  |
|  | **Essential/ Desirable** |
| * Knowledge of Microsoft Excel * Knowledge of bathrooms and heating products * Knowledge of E-Commerce | * Essential * Desirable * Desirable |
| **Experience:** |  |
|  | **Essential/ Desirable** |
| * Previous experience in a visual merchandising type role. * Previous experience of working in an E-Commerce business. * Previous experience working in a role in which time management was an essential part of the role. | * Desirable * Desirable * Desirable |
| **Qualifications:** |  |
|  | **Essential/ Desirable** |
| * This is an entry level role: there are no essential qualification requirements. | * N/A |
| **Skills & Ability:** |  |
|  | **Essential/ Desirable** |
| * Exceptional attention to detail. * Ability to properly prioritise and effectively manage own time. * The ability take on a variety of tasks, while maintaining a high standard of output. * The ability to effectively and confidently communicate both verbally and written. * The ability to manage and manipulate large quantities of data in Microsoft Excel. | * Essential * Essential * Essential * Essential * Desirable |
| **Communication:** |  |
|  | **Essential/ Desirable** |
| * You will be able to communicate clearly and effectively with a diverse range of people (both verbally and in writing). * You are able to explain things clearly and precisely to others. * You actively listen, share information, and propose suggestions and solutions; * You show respect, fairness and empathy when communicating, taking into account the feelings of others. | * Essential * Essential * Essential * Essential |
| **Behaviour & Personal Characteristics:** |  |
|  | **Essential/ Desirable** |
| * A committed and effective team player with a clear customer focus. * A positive ‘can do’ attitude towards all aspects of the role. * Build rapport and displays integrity at all times. * Treats everyone equally, with respect and dignity. * Enthusiastic and flexible team player with high expectations of self and others. * Leads by example and role models the values and behaviours that we expect at all times. * Able to adapt to new work challenges and situations, adopting a positive attitude to change. * Constructively challenges and accepts constructive challenge from others. * Resilient & calm when under pressure and able to balance conflicting priorities and manage their time well. | * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential * Essential |