

JOB DESCRIPTION

Post: Merchandise Administration Assistant

Department: Merchandise

Reporting to: Merchandise manager

The Company: ***Tate Commerce** is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.*

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

The merchandise department is responsible for producing the print and product sold through Tate's retail, online and wholesale channels.



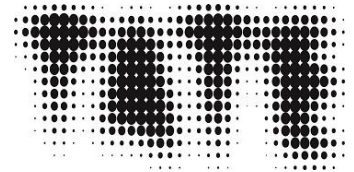
The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the job: To provide administrative support to the Merchandiser.

Main duties and responsibilities:

- Raise purchase orders under the guidance of the merchandiser
- Maintain the Royalties report and updating artists and designers bi-monthly when merchandise is reprinted
- Load new lines onto trilogy as requested by the merchandiser, print production controller and product developers
- Maintain and update Trilogy and Trax records, ensuring all lines are ready for sale once booked into Warehouse
- Run postcards' sales reports, reordering on low stock lines. Updating retail teams on postcard availability
- Run weekly sales and exhibition reports in the absence of Merchandiser



- Liaise with online shop and retail teams to allocate quantities and deliver new ranges and exhibition print and product on time for launch/exhibition openings
- Print and send out bar codes as needed
- Send out tags and boxes to suppliers as needed
- Work as required by the operational demands of the business

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all of its employees to actively contribute to promote diversity and inclusion as part of their role.

Person Specifications

Experience and skills

Essential:

- Previous similar administrative work experiences
- Meticulous attention to detail
- Intermediate working knowledge of MS office, particularly Excel, including ability to create and modify spreadsheets and to work with formulae
- Experience of working with a retail stock management system
- Demonstrate good numeracy skills
- Flexible, punctual, with excellent time management skills
- Self-motivated and proactive about managing workloads and priorities
- Ability to work to deadlines and prioritise multiple responsibilities
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- Excellent written and verbal communication skills, demonstrating the ability to communicate effectively and positively with all colleagues

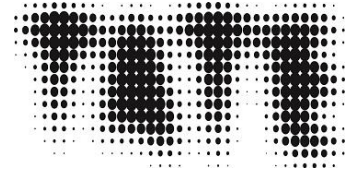
Desirable:

- Excellent written and verbal communication skills, demonstrating the ability to communicate effectively and positively with all colleagues



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Competencies:

- Professional, honest and discreet
- Has an enthusiastic approach and willingness to contribute to the development of the department
- Plans and prepares effectively to ensure delivery of the agreed results
- Adapts quickly and flexibly to new demands and challenges
- Participates positively and fully in the team
- Adheres to Tate's Dignity and Respect policy in all their activities
- Develops better and more efficient ways of doing things
- Is solution-focused and open to new ideas
- Evaluates their own development



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