



Job Description

Position Title	Assistant Manager, Merchandizing & Business Development
Department	Administration Department
Reporting To	Head of Administration
Type of Position	Full Time

POSITION DESCRIPTION

The incumbent will be responsible to attract new patrons (students/faculty/staff) and sell products to existing ones; the role includes designing, purchasing, budgeting and selling products and making the Dukaan business profitable.

DUTIES AND RESPONSIBILITIES

- ✓ Making the merchandising business self-sustainable and profitable, planning product ranges and preparing sales and stock plans in conjunction with buyers;
- ✓ Liaising with buyers, Marketing & user departments, suppliers and distributors;
- ✓ Maintaining a comprehensive archive of appropriate data;
- ✓ Working closely on visual-displays of Dukaan to decide how goods should be displayed to maximize sales;
- ✓ Forecasting profits and sales, and optimizing the sales volume and profitability of designated product areas;
- ✓ Planning budgets and presenting sales forecasts and figures for new ranges;
- ✓ Controlling stock levels based on forecasts;
- ✓ Using specialist computer software, for example to handle sales statistics, producing sales projections and presenting spreadsheets and graphs;
- ✓ Analyzing every aspect of bestsellers (for example, the bestselling price points, colors or styles) and ensuring that they reach their full potential;
- ✓ Maintaining awareness of market, season and customer trends;
- ✓ Monitoring the products with slow sells rating and taking action to reduce prices or set promotions as necessary;
- ✓ Gathering information on customer feedback on the products;
- ✓ Accompanying buyers on visits to manufacturers to appreciate production processes, if required;
- ✓ Meeting with suppliers and managing the distribution of stock, by negotiating cost prices, ordering stock, agreeing timescales and delivery dates and completing the necessary paperwork;
- ✓ Identifying production and supply difficulties and dealing with any problems or delays as they arise;
- ✓ Managing, training and supervising junior staff;

REQUIRED JOB SPECIFICATIONS

Required Qualification	<ul style="list-style-type: none">✓ Graduation and/or Post Graduation✓ Master's in Business Administration is preferred
Required Experience	<ul style="list-style-type: none">✓ 3 years of experience in a progressive retail business / chain✓ Experience in strategizing sales and marketing/commercial collaterals

REQUIRED JOB COMPETENCIES (Technical and Soft Skills)

<i>S#</i>	<i>Competency</i>	<i>Criticality (High / Low / Medium)</i>
1.	Business & Finance Understanding	High
2.	Problem-solving	High
3.	Critical thinking	High
4.	Communication	High
5.	Analytical skills	High
6.	Team work/management skills	High
7.	Computer literacy	High