

TOAST

ALLOCATOR

Born in a Welsh barn in 1997, TOAST has grown from loungewear and nightwear to become a unique lifestyle brand, creating and curating simple, functional, beautiful clothing, home ware and editorial.

TOAST is renowned for its thoughtful, contemporary design and commitment to traditional textiles and craftsmanship.

TOAST has studios in both London and Swansea and is one of the very few UK clothing brands with its own full pattern room.

TOAST has shops throughout the UK and can be found in many John Lewis stores. TOAST has an online shop www.toa.st

The emphasis within the TOAST workplace is:

Thoughtfulness - in all we do and all we say, in our actions and our interactions
Simplicity - in our aesthetics, communications, processes and solutions
Creativity - and the encouragement of fresh thinking and the free exchange of ideas
Collaboration - both among ourselves and with other inspiring individuals, organisations and traditional craftsmen

As part of the TOAST team, you are a catalyst for the brand's successes. To realize our ambitions we need you to share our interests and values, have an enthusiasm for TOAST itself as well as a deep knowledge and love of your own specialist area.

In return for your dedication, TOAST will offer a supportive and friendly working environment with flexible working hours and generous staff discounts. You will receive a comprehensive induction, including product and brand training, that helps to plant a deep understanding of TOAST that can be carried confidently through your work and into the outside world.

TOAST

ALLOCATOR - Swansea

REPORTS TO – Head of Head of Business Planning & Merchandising via an allocated Merchandiser.

ROLE OVERVIEW

The role of Allocator is to maximise profits by allocating the right stock in the right stores at the right time.

JOB DUTIES

Initial Allocation Planning – In conjunction with relevant merchandiser plan, agree and set up initial allocations to support a tiered store grading system ensuring ranges best support brand identity across all outlets and optimising stock distribution across all channels.

Grading – Regular review and analysis of store grades to support best use of space in stores, and minimal stock handling

New Store Packages – Set up initial store packages and review to optimise once open and trading, gathering and communicating all relevant local insight.

Branch Merchandising – Optimise distribution of available stock across web/stores/wholesale. Working closely with web team, store area managers & warehouse. Action transfers where appropriate keeping these to a minimum and switch on/off replenishment on in-house system. Gather feedback and trading patterns from area managers to maximise sales focussing particular attention on small high density and new stores.

Optimise E-com stock availability and replenishment - Work closely with Production and Warehouse to advise and prioritise addition of outstanding orders (PLs) and movement of replenished stock. Daily communication with the warehouse regarding pick schedule, delivery issues, back order and replenishment.

Core Line Flows – Weekly management of core line flows ensuring timely re-ordering of stock and full availability across all sizes in all channels at all times. Re-orders to be agreed with relevant merchandiser and signed off with head of merchandising. Liaison with production to ensure orders are placed and cloth commitment and supplier capacity managed. All buy sheets kept up to date with latest buy position.

Deliveries and availability – Liaison with Production team to check what is due in and outstanding. Ensure availability for key launches and marketing communications, highlighting and resolving any issues.

Reporting – Support merchandising team in running weekly trade and ad hoc reports. Go through the line reports in detail every week maximising each style and resolving any allocation issues.

Attend, and input into weekly trade meetings.

Daily sales reporting to senior management team

Weekly meetings with retail area managers to catch trade/stock issues and insight, feeding back all relevant communication.

ESSENTIAL SKILLS

- Excellent Excel skills essential
- Strong IT literacy
- Can demonstrate commercial awareness and decision making in a multichannel environment
- Proven analytical skills
- Has established a positive reputation for strong communication, collaboration and team play
- Excellent organisational, communication and administrative skills
- Experience in fashion retail desirable

PERSONAL QUALITIES

- Highly commercial, able to interpret data and extract and deliver commercial insight
- Fastidious attention to detail and accuracy
- Highly collaborative
- Disciplined and structured but with sufficient flexibility to cope with an entrepreneurial culture
- Resilient and resourceful
- Shares information openly where appropriate
- Always delivers to deadlines
- Takes responsibility for own development

TO APPLY

Please send a covering letter and CV to Evanss@toa.st

MARCH 2019