

TOAST

RETAIL CO-ORDINATOR

TOAST designs clothes and homewares for modern living (for both women and men). We endeavor to create products that are unique – designed with great care, made of the best quality fabrics – and present them in simple but original and inspiring ways. We are known for our seasonal photography campaigns - which take us all over the world and continually expand our influences – as well as a consistent dedication to depth of thought in everything we do.

The emphasis within the TOAST workplace is on simplicity, originality, creativity and thoughtfulness. We work hard to communicate intelligently with the wider world (to assume intelligence in those we engage with) and strive against doing the obvious. We value serious thought in many broad fields – in art, literature, design, philosophy, travel, science... – as much as we do in fashion. Though our output may appear simple, it is always produced with great attention to detail.

You are a catalyst for TOAST's successes. To realize our ambitions we need you to share our interests and values, have an enthusiasm for TOAST itself, a deep knowledge and love of your own specialist area, and a wealth of life experience. With this common ground we can work together with clarity of thought, producing innovative ideas and always doing our very best for TOAST.

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.

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UPDATED – 14/07/19

REPORTS TO – HEAD OF RETAIL

LOCATION – TOAST OFFICE Highbury

ROLE OVERVIEW –

This role is that of a central co-coordinator for the retail operations and visual merchandising departments. Your responsibility is to act as a central contact point for inter and intra departmental communications, helping to ensure excellent lines of communication to and from stores and their liaisons in order to support effective trading. You will also support the research, planning and delivery of all Retail-VM projects including the creation, management and implementation of its communication, budget tracking and training tools, the support of new store openings as well as supporting the management of TOAST store property maintenance.

ROLE IN DETAIL –

- Support the delivery of the Retail team strategy
- Manage all top line structured communication to and from stores being a central contact for daily operational support
- Seek, communicate and support implementation of outcomes from weekly trading meetings
- Support delivery of on brand and effective communication tools to and from stores
- Support collation of information to and from stores
- Support development and delivery of effective and on band operational training tools
- Support development and delivery of effective and on band visual training tools
- Support development, resource and implementation of store visual schemes and wrap themes
- Support the maintenance of TOAST store property within budgets and via a managed data base
- Support planning, preparation and implementation of new store and concession projects
- Support planning, preparation and implementation of marketing activities
- Actively seek feedback on own performance and drive self-development

If you would like to apply, please send a cover letter and CV to retailjobs@toa.st