

Your position title will be	<b>Category Assistant</b>
You'll be supported by	<b>Category Manager</b>
Your team mates will be	<b>Merchandise</b>
<b>HOW YOU'LL HELP INSPIRE KIWI'S TO LOVE WHERE THEY LIVE, WORK &amp; PLAY</b>	
You will be responsible for providing administrative and promotional support to the Category team.	
<b>WHAT YOU'LL DELIVER</b>	
<p><b>Provide administrative support to the Category Manager in range management</b></p> <ul style="list-style-type: none"> <li>Support the Data team with collation of data and image information for new SKU creation</li> <li>Maintenance of Product SKU integrity and Mitre 10 Net data in conjunction with the Product Data team/Stockfile.</li> <li>Assist the Category Manager, Category Suppliers and data team with co-ordination and the uploading of price changes</li> <li>Attend supplier meetings, when required, record minutes and assist in follow up requests.</li> <li>Work with the Customer Experience Team to maintain visual guide content.</li> </ul> <p><b>Assist Category Manager with planning and implementation of the promotional program for Retail and Trade promotions</b></p> <ul style="list-style-type: none"> <li>Promotional programs include all media and in-store such as Bulk Merchandise Program (BMP).</li> <li>Managing and communicating timelines to Category Manager (CM) / Assistant Category Manager (ACM) for all category promotion activity.</li> <li>Co-ordinating product submissions for all National Retail and Trade promotions.</li> <li>Loading all product submissions into promotional schedules and selection sheets</li> <li>Advertising copy, pricing, images and visual checking for all media type category promotions.</li> <li>Undertake other duties or responsibilities as required given your role and skills.</li> <li>Coordinating promotions with suppliers, stores and marketing department.</li> <li>Producing and communicating special promotional collateral such; store ordering spreadsheet, indent order books, new SKU information.</li> <li>Running of promotional reports including item availability and sales uplift.</li> <li>Manage allocation of promotional lines as per CM instruction and obtain approvals.</li> </ul> <p><b>Provide accurate and timely communication to our Customers, Stores and Suppliers</b></p> <ul style="list-style-type: none"> <li>Accurate intranet, newsletter and supplier communications.</li> <li>Respond to customer and store enquires in line with the sundown rule.</li> <li>Assist Category Managers with supplier scorecard management.</li> <li>Manage, update and communicate price changes to stakeholders.</li> <li>Maintain supplier relationships.</li> <li>Support Category Manager with suppliers by issuing DIFOT/In stock reports, assisting with on boarding suppliers to point of sale tool (POS) &amp; supplier portal access; running price indexing reporting for key suppliers and opening new accounts (when applicable)</li> </ul>	

CORE CAPABILITIES YOU NEED	MINDSETS, HABITS & BEHAVIOURS YOU NEED
<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Attention to detail</li> <li>• Ability to prioritise and meet deadlines</li> <li>• Intermediate administration support experience.</li> <li>• Proven ability to complete multiple tasks on time in full.</li> <li>• The company is going through a period of change and growth, so resilience, flexibility, adaptability and above all, confidentiality is required.</li> <li>• Professionalism and confidentiality are required in all internal and external dealings.</li> <li>• Positive outlook and attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Loves structure and organization and being in the detail</li> <li>• Continually refining process and delivering clear outputs</li> <li>• Builds great relationships with stakeholders</li> <li>• Takes ownership and proactively resolves issues that arise</li> <li>• a role model for the company's values: Customer Obsessed; Honest and Fair; One Team; Strive for Excellence.</li> <li>• Pursue opportunities for professional and personal development and continuous improvement.</li> </ul>
TECHNICAL SKILLS YOU HAVE	YOUR ROLE SCOPE
<ul style="list-style-type: none"> <li>• 1 years administrative experience</li> <li>• A relevant qualification in Retail, Business, Operations or Supply Chain is advantageous.</li> <li>• Excellent skills with an inventory management and content management system. (eg Lansa)</li> <li>• Intermediate-advanced computer skills - the Microsoft suite, digital collaborative tools such as Confluence, Sharepoint, and design tools like InDesign.</li> <li>• Advanced skills with Microsoft Excel.</li> </ul>	<ul style="list-style-type: none"> <li>• Frequent contact and engagement with Merchandise team members, Category manager, suppliers, stores, marketing, Customer experience, Mitre 10 imports and Global sourcing Office team members</li> <li>• Number of direct reports: nil</li> <li>• Budget ownership: nil</li> </ul>
HOW DO WE DO THINGS HERE AT MITRE 10	

- We live by our Values and Mindsets in how we are with one another as one team and with our customers
- We all play an active part in our Health, Safety & Wellbeing obligations, following guidelines and procedures and always working in a safe way
- We all know the guardrails we're working within to help us stay on track (policies and procedures)
- We all muck in and help with whatever needs doing



**Customer  
obsessed**



**One  
team**



**Honest  
and fair**



**Strive for  
excellence**

We thrive in an environment that is...

### **Empowering & energising**

We trust people to do the right thing. Empowering decision making and autonomy means our people rise to challenges while loving what they do. We want to let people fly so they can do their best work.

We'll do the best work through our...

### **Collaborative networks**

Thinking in departments and silos means we're missing out on all the great skills and insights from other team mates. You can do even better work by seeking out input and can create more value by drawing on the knowledge of others outside your patch.

We are courageous by being...

### **Open to learning**

We're optimistic, fearless learners who love exploring possibilities. We learn from mistakes and look for ways to continuously improve. We know when to stop doing what doesn't serve us and boldly face into making changes, iterating as we go.

We are focused and driven so...

### **Our customers win**

We're here for our customers. With a laser focus on delivering value, customer outcomes take priority over tasks and busy-ness. We make clear decisions at pace and deliver on promises we make to customers and each other.