



Job Title	- Ranging Assistant
Location	- Support Centre – Lincoln
Hours	- 37.5 hours per week
Reports to	- Category Manager
Benefits	<ul style="list-style-type: none">- Discretionary colleague bonus twice yearly- Pension contribution of up to 12% of salary- Colleague discount across our family of businesses- Employees Association membership for a small monthly contribution
Scope and Purpose	<ul style="list-style-type: none">- To provide a full and complete service in terms of category administration for all categories within the Society range.- Ensuring that the trading systems are correct and complete in terms of data, that store plans are up to date and fully informed of changes to plans.- Ensuring queries from the Service Desk are prioritised and actioned and that product information in respect of local products is up to date and complete.
Duties and Responsibilities	<ul style="list-style-type: none">- To ensure a full understanding of the operation of our trading systems.- To understand and be comfortable with the requirement for the maintenance of the data in the operating system.- To be responsible for the maintenance of the data in the operating system across all categories.- To continually review the data from the buying group to ensure that the operating system is correct and complete.- To ensure that food stores are fully informed of all changes to their plans in accordance with published timelines.- To maintain storage and housekeeping of planograms for each store.- To be a point of contact for commercial queries from the Service Desk and to prioritise and respond to these in a timely manner.



Duties and Responsibilities (continued)	<ul style="list-style-type: none">- To be responsible for the maintenance of system data in respect of local suppliers and to ensure this is up to date at all times.- Identify upcoming range deletions and ensure that orders are stopped at the appropriate time to minimise the amount of residual de-ranged stock.- To take ownership of personal development and to arrange for any coaching or training as needed for the role.- Offering support to ensure that the Society trades legally and ethically.- Any other reasonable duties that may be required by your line manager.
--	---

Relationships	<ul style="list-style-type: none">- Category Manager and the wider Food Support team.- Colleagues within the wider organisation which include Community, Membership, Human Resources, Health & Safety, Learning & Development, etc.- Customers at all levels and partners from our local community groups
----------------------	---

Qualifications and Experience	<ul style="list-style-type: none">- Previous experience in a similar environment is desirable, however full training will be given.- Previous knowledge of the retail environment, particularly an FMCG environment is highly desirable but not essential.- Good literacy and numeracy skills.- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.).- Knowledge of Lincolnshire Co-op and of the Co-operative business model, demonstrating values that would support our purpose and approach.- The ability to build relationships both internally and externally.- A pro-active nature with a willingness to investigate problems and suggest solutions.- Excellent interpersonal skills with positive and enthusiastic attitude.- Able to work independently, as well as within a team.- Strong attention to detail & accuracy.- Excellent interpersonal skills, demonstrating high levels of professionalism at all times.- Pro-active, enthusiastic and confident team player who will contribute to the continued success of the Society.
--------------------------------------	---