

THG

Buying &
Merchandising
Apprenticeship

2022



Buying & Merchandising Apprenticeship

Job Description

About THG

THG is a fast-moving, global technology business. We specialise in taking brands direct to consumers. Whether growth for our partners, or creating breathtaking real-world experiences, we take brands to the next level.

Headquartered in Manchester UK, we operate internationally and across multiple sectors. In 2020, we listed on the London Stock Exchange in a record-breaking IPO, which cemented our position as one of the biggest and most exciting organisations in the world right now.

Our success is built on the strength of our team – and we're looking for exceptional people to be part of our journey. At THG, you'll join a community of over 10,000 motivated individuals across the globe whose extraordinary talents, creative thinking and commercial expertise we draw upon every day to deliver results.

We celebrate diversity and ambition, regardless of your background, and will give you the freedom and support to reach your full potential. So, if you're interested in supercharging your career with us, we want to hear from you.

Our Early Careers Development Programme

Throughout our Early Careers development programme, you'll have access to a series of learning opportunities that will help to propel your career further, faster. The programme will consist of series of courses that have been designed to accelerate your career, giving you access to the knowledge, skills, and behaviours for success at THG. Each course will include a number of workshops, team takeovers, and engagement initiatives.

About THG Beauty

THG Beauty is quickly becoming one of the world's leading online beauty retailers. From skincare to cosmetics and hair products, our brands are breaking boundaries and growing at a relentless pace.

We're home to market-leading websites like Lookfantastic, Skinstore, Dermstore, Mankind and the beauty subscription box brand Glossybox. And our portfolio of premium brands includes the likes of ESPA, Illamasqua, Eyeko and Grow Gorgeous – all of which are loved and trusted by millions of fans worldwide.

With everything from manufacture and new product development to content creation, marketing and logistics delivered in-house, THG Beauty is perfectly positioned to consistently deliver rapid growth in a

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fast-moving, global industry. We also partner with a network of more than 19,000 influencers to ensure brands can reach their audience, anywhere in the world.

About The Role

We are delighted to announce we are looking for a Buying & Merchandise Apprentice.

This is an incredible opportunity to learn how we build strong relationships and work with some of the biggest brands globally to create unrivalled product ranges for our customers. You will attend supplier meetings to learn how we secure the best offers and promotions, forecast intake and secure exclusives for our customers. You'll learn our system, processes, and end to end Purchase Order management making sure all orders are delivered in time and our product availability is strong.

The role suits someone who is confident, outgoing and enjoys building relationships. You must be well organised, punctual and can demonstrate good problem-solving skills. You will need to be passionate and have a good understanding for consumer and lifestyle brands. You need to be happy working independently, delivering work to a high standard as part of a dedicated team. You will also work alongside other teams across the business, prioritising tasks to meet business needs.

Main Duties & Responsibilities

- *Develop and maintain relationships with our brand partners*
- *Use data reporting to understand and identify trends*
- *Work with brand partners to identify opportunities with new or existing products*
- *Develop a strong seasonal calendar of activity with brand partners with regular promotions*
- *Work with finance and trading to ensure financial targets are met in relation to margin*
- *Work with marketing to make sure products are all clearly signposted on site and new launches have great impact*
- *End to end Purchase Order management with long term focus on reaching optimum on site stock availability ensuring that all orders are on track for on time delivery through maintenance of the team delivery schedule.*
- *Escalate and highlight concerns to line manager.*
- *Daily supplier communication regarding orders placed and upcoming deliveries. Updating the system with order feedback and amendments.*
- *Reviewing and resolving inbound issues with Supply and Warehouse teams; liaising with suppliers and buyers to resolve queries.*
- *Attending brand meetings when required and build strong influential relationships.*
- *Supporting the team with excel reporting and preparation, analysis, data entry and general administrative duties.*
- *Raising orders, completing amendments and report distribution.*



Apprenticeship Standards & Qualification

- *L4 Buying & Merchandising Apprenticeship*
- *18 months duration*
- *£18,000 starting salary per annum*
- *September 2022 start date*

Role Requirements

- *Organised & self-motivated, works well on their own initiative yet is also seen as a key team player.*
- *A strong interest and passion for Beauty.*
- *A good communicator and enjoys building relationships.*
- *Strong analytical skills and attention to detail.*
- *Good administrative skills.*
- *Quickly identifies issues, focusing on solutions.*
- *Highly flexible to adapt to the needs of a fast-paced environment.*
- *Confident with Microsoft packages, specifically Excel.*

Benefits

- *Competitive salary*
- *Commitment to continued learning and development through our bespoke early careers offering*
- *Working at Top 25 Sunday Times Large Companies to Work for 2021 rated business*
- *Access to mental health support as well as access to on-site Doctor and Nurse*
- *Discounted on-site Physio*
- *£25 towards eye tests can claimed back through expenses*

THG is proud to be a Disability Confident Committed employer. If you are invited to interview, please let us know if there are any reasonable adjustments we can make to the recruitment process that will enable you to perform to the best of your ability.

THG is committed to creating a diverse & inclusive environment and hence welcomes applications from all sections of the community.

Due to the high volumes of applications our opportunities attract we will aim to get back to all applicants within 28 days of applying to a position.

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Please follow the link to apply: