Heart of England Co-operative
we're at the heart of the community

We're Recruiting

Catergory Support Administrator

We are looking for a Category Support Administrator to join us on an 18-month fixed-term contract, working part time, (20 hours per week.) Working from our Head Office in Coventry and reporting to the Food Administration Manager, your role will be to assist in the administration function of the Category Team within the food division, ensuring the continual improvement of process and systems to support the Society ' s Retail Business Transformation.

Main responsibilities
Compile and analyse reports, including store audits, compliance, and category breakdown hierarchy reports.
Analyse price changes and evaluate data, identifying any issues and communicating these to the Food Administration Manager.
Compile and evaluate sales-based ordering reports.Work alongside the Category Analyst on the PSA file process, analysing stock uplift opportunities
and analysing the impact of changing elements of the sales-based ordering algorithm.
Analyse category performance in store, reporting and highlighting any discrepancies.
Monitors inter branch transfers, ensuring correct amounts are charged to stores.
Observe all safety and hygiene regulations and practices as laid down by the Society under the Health and Safety at Work Act (1974) and Society policies and procedures.

About You
The ideal candidate will have a proven track record within a similar role, ideally in a fast-paced retail environment. You will be a confident communicator, who is able to work alongside internal and external stakeholders of all levels. Analytically minded, with great attention to detail, you will be able to prioritise your workload, considering prioritising changing deadlines. You will be a motivated team player, with a good understanding of all Microsoft Office programmes, to include Visio software. Change orientated, you will be eager to use your previous Category experience to make suggestions on how to improve ways of working.

In return for their hard work, we offer our staff a comprehensive range of benefits such as:
Staff discount in our 35 Food Stores and 15 Funeral branches.
Discounts for Co-operative Travel and AHF Furniture stores.
Enhanced annual leave (rising with service).
A competitive pension with up to 10% employer contributions.