



## Vacancy

Position	Merchandise Co-ordinator
Position Reports To	National Sales Manager
Location	Polo Distribution

This position's main function is to ensure successful delivery of key product for both our sales team and customers accurately & timeously

### Key Result Areas:

- Under the leadership of the Merchandise Planner, assist in the functions and activities in order to meet seasonal, annual and long term intentions
- Process new orders
- Process replenishment orders
- Process Chain orders
- Liaising with Agents regarding capturing of orders
- Check delivery date, colour, price and stock in AXAPTA
- Confirm with manager regarding delivery date, stock and prices
- Advise Agents of the above in writing via fax or email
- Capture checking totals and print "sales order detail report" to ensure order matches original order
- Print "Confirmation" and send to Customers
- Change orders as advised by Customers, upon consultation with rep
- Follow up on "Unregistered Picking Slips" with the Warehouse within 48 hours
- Adjust stock on order and advise Agents accordingly
- Advising of any late deliveries and changes to units
- Filling
- All administrative duties, including professional electronic communication with Manager, Agents and Customers.
- Part taking in company official stock takes
- Sales Analytics; Collect and collate sales and other relevant data and present reports to management

### Minimum Skills/Requirements:

- Degree in Fashion
- Must be computer literate (MS Word/Excel/Outlook/Internet)
- High level of accuracy
- Able to work under pressure
- Must be able to show initiative, excellent organisational skills
- Deadline driven
- Knowledge of AX would be advantageous

**Applications for this position close on day the 03<sup>rd</sup> May 2021.**  
Interested applicants can email a motivational letter and a copy of their CV to [lizam@polo.co.za](mailto:lizam@polo.co.za)

**SUBJECT LINE – MERCCOORD**