



JOB DESCRIPTION

Post: Merchandisers Admin Assistant

Department: Tate Commerce

Reporting to: Merchandise Manager

The Company: Tate Commerce is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

We are committed to reducing our carbon footprint and protect the environment and expect all staff to adhere to our Environmental Policy which can be found [here](#).

The Department The Merchandise department is responsible for producing the print and product sold through Tate's retail, online and wholesale channels.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.

Purpose of the job Day to day support to the Merchandise team.

Main duties and responsibilities:

- Raise purchase orders for all core and exhibition reorders.
- Send purchase orders to suppliers, liaise with suppliers to support on time delivery of all goods to our distribution centre.
- Send out new supplier forms





- Print and send out barcodes as needed
- Send out tags and boxes to suppliers as needed
- Liaise and arrange deliveries with freight forwarder for imported orders
- Liaise with distribution centre, chase missing paperwork from suppliers or follow up on missing/damaged or problematic deliveries
- Review and chase outstanding orders monthly
- Update Trilogy categorisation as needed
- Circulate daily deliveries report to retail and online teams
- Ensure all incoming SKUs are retail ready
- Check and pass invoices due for payment
- Database maintenance
- Work as required by the operational demands of the business

Person Specifications

Essential

- Previous similar administrative work experiences
- Meticulous attention to detail
- Beginner/Intermediate working knowledge of MS office, particularly Excel, including ability to create and modify spreadsheets and to work with formulae
- Demonstrate good numeracy skills
- Flexible, punctual, with excellent time management skills
- Self-motivated and proactive about managing workloads and priorities
- Ability to work to deadlines and prioritise multiple responsibilities
- Ability to work collaboratively within a diverse team and treat all colleagues with dignity and respect
- Excellent written and verbal communication skills, demonstrating the ability to communicate effectively and positively with all colleagues.



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