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

We're Recruiting

Catergory Support Analyst.

We are looking for a full time Category Support Analyst working 37.5 hours a week 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 Societys Retail Business Transformation.

Main responsibilities

Develop all forms of category analysis within the central Category Team, including the preparation of comprehensive reports, providing the necessary summary and conclusions and making appropriate recommendations to assist the General Manager and Category Managers in making effective business decisions.

Prepare weekly category sales reports for review in Category meetings to assist the Category Manager in ensuring category range content remains relevant and reflects customer demand. Monitor market changes, upcoming trends and new initiatives and the impact they have on sales.

Create reviews for key categories in line with the range change calendar.Provide sales data for the Category Manager for the allocation process.Cluster stores, assess trends, analyse data and identify key Customer opportunities that meet and exceed the demands of a varying Customer base.Prepare product allocations in conjunction with Category Manager.

Prepare and communicate data analytics on an ongoing basis in relation to reduced to clear and wastage, and supplier meetings.Monitor and manage the product sell through process and new and delisted products across the food division.Work with the Food Admin Team to review sales-based ordering (SBO) including minimum presentation levels, central product code (NSL) management.Create detailed stock counts when required.Assist in the planning and preparation of promotional and seasonal activity and the communication to stores.

Implement and manage the allocation analysis process, adhering to strict deadlines.Ensure planogram/ranges are accurately assigned to correct stores.Ensure all space matrices are accurately maintained and action ad hoc analysis requests when required. Develop and promote good relationships between colleagues in a respectful and inclusive environment, consistently role modelling the Societs mantra and behaviours.

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.