

## MERCHANDISE EXECUTIVE – TITAN MERCHANDISE

**This version - 16/12/2013**

**Reporting to the Merchandise Manager, this is a key role involving responsibility for all Titan Merchandise administration activities and for supporting the Merchandise Manager with all rapid product/distribution/manufacturing and divisional expansion plans as required.**

**Location: Titan Head Office**

**Hours: 09:00 to 17:30 Monday to Friday.**

**Occasional evening/weekend work and attendance at trade shows as the job requires.**

### JOB DESCRIPTION

#### 1. GENERAL ADMINISTRATION

- Handle all general admin support duties for merchandise team – including diary management, telephone management, travel booking, etc.

#### 2. PRODUCT SOLICITATION

- Draft up and maintain solicitation information for all present and future TM retail distribution and retail sales partners in various formats.
- Create and maintain all product schedules (development, manufacture and solicitation) feeding into the overall annual Titan Merchandise budget.
- Maintain customer/client list and provide order, set up and contact status to Merchandise Manager and Director
- Weekly meetings for new products for Forbidden Planet

#### 3. APPROVALS

- Load up ongoing batches of product design and development images for approval to various licensor approval websites.
- Send out physical samples for approval to licensors as required.
- Chase timely feedback from licensors throughout all stages of approval process and convey all feedback/approvals to Titan creative team and external creative partners (with Merch Director approval).

#### 4. PRODUCT ORDERS

- Process product orders from all external and internal sources: FP team orders (internal); retailer EDIs, traditional retailer order and Diamond US & UK orders (external).
- Create supplier orders from these product orders via Merchandise Invoice System – supply to TM manufacturers (worldwide) or TM warehouse as required.
- Liaise with Titan warehouse on all product deliveries to be pulled off from stock
- Liaise with worldwide suppliers throughout production process, monitoring agreed delivery dates on behalf of distributor/retailer.

## **5. PRODUCT DELIVERY**

- Report product delivery dates into our partner distributor/retailers and monitor/ensure timely delivery as per estimates.

## **6. PRODUCT DATABASE**

- Maintain rolling merchandise orders and rolling supplier database.
- Maintain rolling product database on Merchandise Invoice System.
- Create and maintain rolling barcode/EAN number database on GS1 system.

## **7. PRODUCT INVOICING**

- Liaise with accounts department re: timely invoicing of all customers for goods delivered.

## **8. INVOICE PROCESSING**

- Cross-check all supplier invoices for accuracy versus actual orders and sign-off for Titan 's accounts department.

## **9. PR ACTIVITY**

- Send out PR materials (as drafted in association with Merch Director and with Merch Director approval).
- Liaise with other Titan PR staff and build-up/maintain Titan Merchandise PR database (key contact phone numbers & email addresses).

## **10. DEVELOPMENT ASSISTANCE AND DIRECTOR SUPPORT**

- Contribute to all scheduled and ad hoc product design meetings attended by Merchandise Director and product development team.
- Provide support to Merchandise Manager and Merchandise Director on any scheduled or ad hoc duties.

## **SKILLS REQUIRED**

### **Essential**

- A pro-active self-starter
- Excellent numeric skills.
- Fully IT literate – well-versed in Excel.
- A sound working knowledge of Filemaker and Word
- Excellent interpersonal skills and an accomplished telephone manner
- Accurate Internet research abilities.
- Attention to detail
- An excellent standard of written English

### **Desirable**

- Sound working knowledge of (and interest in) the Science Fiction / Fantasy / Comic Book / Movie genres.