



Position Title: Shelf Management Coordinator

Reports to: Team Lead - Insights

Business Unit: Customer Strategy

Position Summary

Reporting to the Team Lead Insights, the **Shelf Management Coordinator** is primarily responsible for producing plan-o-grams in accordance with the annual category management schedule and on an ongoing basis, based on shelf management principles, and in support of the broader strategy of the NSLC and Customer Strategy team. The Shelf Management Coordinator works in close collaboration with the Shelf Management Specialist, Category Team Leads and Team Lead of Integration, Operations and Network Development, to ensure plans are delivered accurately and on schedule.

Job Functions

Essential Responsibilities:

- Administer and maintain current Shelf Management plan-o-grams and related systems (i.e.: JDA, Visio) across retail stores, according to shelf management principles under the guidance of the Shelf Management Specialist while ensuring accuracy and scheduled deadlines are met
- Verify data and ensure corrections are made by the appropriate parties (e.g., article master data, etc.)
- Liaise with other business units and key contacts such as Store Development, Category Leads/Managers, Regional Managers, Store Managers and designates to recommend, collaborate and communicate changes relating to ongoing category management changes
- Provide store data such as store product list and POP distribution lists, and any other data relating to Shelf Management to various teams including Marketing, Promotions, and Operations
- Ensure floor plans meet merchandising standards and maintains Merchandising-specific floor plans for retail stores (shelving and display locations)
- Coordinate and create the Managers' Choice assortment in SAP for retail stores at the scheduled times each year

Secondary Responsibilities:

- Provide information to other employees, including Promotions Coordinators, Listing Coordinators and Marketing Coordinator to assist in completion of their tasks
- Demonstrate commitment to NSLC's Kore Values
- Demonstrate commitment to the NSLC's social responsibility mandate
- Demonstrate commitment to workplace health and safety
- Perform other related duties as assigned

Qualifications

Knowledge, Skills and Abilities:

Knowledge

- Working knowledge of JDA and various SAP applications
- Knowledge of Merchandising and Marketing policies and procedures, Category Management documents, and Promotional and Pricing policies



- Awareness of the interaction of the Shelf Management role with those of Promotions Coordinators and Listing Coordinators

Skills

- Strong customer-service orientation in working with retail store network
- Strong organizational and time management skills
- Strong computer literacy in standard MS Office, including Word and Excel, as well as standard web-based applications

Abilities

- Work with strong attention to detail and a great degree of accuracy
- Manage multiple priorities, coordinate work flows and meets deadlines
- Establish and maintain effective working relationships
- Exercise sound judgement and initiative to make decisions of a routine and non-routine nature
- Work effectively efficiently in accordance with existing methods and procedures
- Work with diplomacy and tact
- Work well both independently and in a team environment

Education and Experience:

Required

- Undergraduate degree or business certificate with an emphasis on Commerce or Marketing
- Experience working with shelf management application software
- Proficient in Microsoft Office applications (Excel, Outlook, PowerPoint, etc.)

Preferred

- Experience or training in JDA Space Planning and Floor planning software; including experience in creating reports
- Experience administering shelf management plan-o-grams
- Experience working with database software, in particular SAP
- Experience working in a retail environment
- Experience in execution of plan-o-grams at retail level

An equivalent combination of education and experience may be considered.