

## Category Manager - Grocery

To increase the sales and profitability of the business to drive sustainable growth of the Co-op by ensuring that each category's performance is maximized to its full potential while ensuring the Co-op's values are represented in each category.

### SKILLS

The Category Manager must have and continue to develop knowledge and skills in the following areas:

- Previous experience in category management is a benefit
- 3 years of experience in retail and/or marketing
- Strong knowledge of category management, marketing, and sales principles
- Possess great negotiation and interpersonal skills
- An excellent grasp of spatial, design, and promotional planning
- Ability to analyse and develop accurate conclusions to support category decisions based on data
- An understanding of the market and consumer insights and trends
- Strong people management with the ability to work collaboratively at all levels of the organization
- An analytical mind with the ability to think strategically
- Proficient in MS Office, Power BI, & SMS
- Strong financial acumen and data analytics skills
- A degree in business administration, marketing or another related field would be beneficial

### • DUTIES AND RESPONSIBILITIES

#### • People Management

- Management of the buying team
- Develop strong working relationships with all departments
- Work closely with the Grocery Manager to set and realize sales and profitability goals for the grocery department
- Collaborate with the Store Manager and other department managers on projects, store flow and deliverables
- Actively use the co-operative communication model in all work

#### • Product Management

- Analyse data or insights to determine industry and consumer trends regarding the product and category
- Maintain and develop Power BI for category management, the buyers and the management team
- Ensure the departments signage is consistent, well executed and maximising the departments performance
- Ensures the correct product volumes are purchased based on data analysis and consumer trends
- Develop an exit strategy for unsuccessful product lines
- Ensure products are priced at the right level to perform as planned and to maximize their returns in line with the pricing strategy
- Build and maintain relationships with key vendors to improve pricing and quality of services
- Become a leader in category ranging, pricing, and promotions across the store
- Lead category management projects to optimise ranges and related merchandising
- Constantly collaborate with buyers, the grocery manager and merchandisers to expand product categories
- Use planograms and other visual display elements, to ensure products are placed correctly in the store and highlighted to improve their performance
- Determine appropriate promotional strategies to drive and maximize sales
- Actively conduct price comparisons with various suppliers
- Keep informed about new products and industry trends
- Work with buyers to set up and maintain yearly sales planner with brokers and suppliers
- Work with marketing to effectively market and merchandise grocery products
- Co-ordination of all specials and sales
- Negotiate contracts with vendors, manufacturers, brokers and distributors
- Provide backup support for buying during employee absences
- Other projects or duties as assigned

- **Finance**

- Create and develop a strategic long-term financial plan for the development of the category and departments
- Create forecasts for product demand to ensure sustainability of inventory
- Collaborate with the Department Manager and Sr Finance director for department budgets based on category performance and department trends

- **Administration**

- Provide excellent customer service
- Communicate to Grocery Manager, Store Manager and General Manager any problems or situations which arise
- Comply with the Staff Guidelines, Policies & Expectations
- Participate in Manager on Duty (MOD) schedule as set out by the GM
- Fill in within the department(s) as required

### **WHY WORK AT THE CO-OP**

Employees of the Co-op are truly unique. Our friendly, talented staff have created a culture of inclusiveness + teamwork, along with a passion for bringing organic, sustainable food to the Nelson area. Employees receive a store discount, health & dental benefits when working full time after 6 months, RRSP contributions, and competitive wages, We value work-life balance, continuous improvement, and maintaining a friendly work environment where staff members can get involved in making the co-op a great place to shop & work.

This position is for **40 hours per week**.