



NEWCASTLE UNITED

JOB DESCRIPTION

Job Title	Buying and Merchandising Administrator
Department	Retail and Licensing – Buying and Merchandising
Responsible to	Head of Buying and Merchandising.
Responsible for	No direct reports

Job Summary
Support the Buying & Merchandising team by managing administrative functions that ensure accurate stock intake, sample handling, and product information flow. Maintain key documentation and coordinate communication between internal departments and suppliers to enable efficient buying operations and contribute to the success of the club's retail channels.

Role Responsibilities	• Lead the creation and upload of SKUs to internal systems, ensuring data integrity and consistency; • Maintain and regularly update the product master document for data accuracy and complete product information; • Liaise and work closely with suppliers for stock updates and ensure booking in procedure is met; • Monitor and manage discrepancies in deliveries (over/under deliveries) in collaboration with the Buyer and wider team; • Record and track stock due dates, delivery statuses, and received quantities to support accurate intake reporting; • Support invoice processing through internal finance systems and procedures; • Collaborate with Finance and Buying teams to investigate and resolve any invoice queries that may arise; • Provide comprehensive administrative support to the Buying & Merchandising teams, contributing to smooth daily operations; • Manage product samples for eCommerce photography and internal use; • Track sample movement, deliveries and returns, ensuring correct documentation is received and recorded; • Any other reasonable duties.
Role Requirements	• Perform duties with due regard to club policies and procedures and legislative requirements at all times; • Ensure implementation of the clubs health & safety, safeguarding, welfare and equality policies to create a safe working environment for all; • Ensure working practices are compliant with relevant legislation and data protection legislation and/or general data protection regulations (GDPR) requirements; • Undertake continuous professional development (CPD) training and/or additional training as identified or as required.



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Qualifications & Training

Essential	GCSE's or equivalent industry standard experience
Desirable	A Levels or equivalent industry standard experience

Knowledge, Skills & Experience

Essential	- Strong organisational and time management skills, with the ability to manage multiple tasks; - High level of accuracy and attention to detail; - Able to work independently and as part of a team; - Strong communication skills, both written and verbal; - Ability to manage multiple tasks and deadlines in a fast-paced environment; - Proficient in Microsoft Excel (including VLOOKUPs, pivot tables, and basic formulas);
Desirable	Previous experience in a retail buying or merchandising admin role.

Criminal Record Check Requirement

This role does not require a criminal records check (CRC) deemed suitable by the Club. Where a role requires a CRC this must be obtained by the Club.

Club Statements

General Statement

All employees of the Club must at all times carry out their responsibilities with due regards to all policies and procedures and in particular health and safety, confidentiality and data protection.

Safeguarding & Welfare Statement

The Club is committed to the safeguarding and welfare of all children, young people and adults at risk of harm and requires all staff, volunteers and others associated with the Club to share and endorse this commitment.

As part of this commitment, all staff are expected to undertake regular safeguarding and welfare related training and to ensure the environments in which they work remain safe at all times. This includes ensuring 'best practices' are adopted at all times and incidents or concerns are proactively reported. Safeguarding is considered everybody's responsibility.

Equality, Diversity & Inclusion Statement

The Club is committed to equality, diversity and inclusion, encapsulated by the Club's brand United As One, and believes in equal opportunities for all. We expect that all staff, volunteers and others associated with the Club share and endorse this commitment in a positive manner. The club does not tolerate any form of direct or indirect discrimination, victimisation or harassment. Your behaviour must align to the principles of equality as outlined in the Clubs equality policy which can be found at www.nufc.co.uk/UnitedAsOne.

Health & Safety Statement



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The Club is committed to effective management of the Health and Safety risks to all employees, visitors, supporters, and any others associated with the Club. As part of this commitment all staff are expected to conduct your business in a proactive way that prevents injury and ill health to those who may be affected by your activities.

All staff are expected to undertake regular Health & Safety related training and to ensure the environments in which they work remain safe at all times, with the mindset that Health & Safety is everybody's responsibility.