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# Example of Office Head Job Description

Our growing company is searching for experienced candidates for the position of office head. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for office head

* Coordinate and manage the data flows between Investment Team, Trading, IT, Operations, and Risk
* Coordinate the weekly trade meeting process
* Coordinate stock flow and allocation function to ensure store inventory levels are in line with agreed expectations
* Coordinate the supply chain portion of the monthly VM process and proactively provide feedback to enhance upcoming store VM layouts
* Coordinate the sell through of mark down stock in region using agreed processes
* Coordinate the product exit cycle including sale event preparation, mark downs, pre-picks and strategic local promotions
* Yardage/Pattern repeats • Packaging
* Contribute to the sales and KPI targets within the store you are visiting
* Coordinate and execute team training events with a brand and group focus
* Prepare and maintain training calendar and adhere to proposed dates

## Qualifications for office head

* Assist during outfit planning for campaigns, ensuring all product pushes, key looks and campaign products are identified and meet the online requirements
* Product selection for web updates based on stock availability and cross channel strategy
* Report on sales to help inform product merchandising updates
* Responsibility for ranging our Ladies Activewear
* Mentoring, developing & up skilling your team members
* Responsibility for ranging your category