



JOB DESCRIPTION

Job Title: MERCHANDISING ASSISTANT

Department: Merchandising **Location:** Store Support Center / New York Buying Office **Pay Structure:** Salaried Non-Exempt

JOB SUMMARY AND PURPOSE

The Merchandising Assistant supports all daily operations within the department, which ultimately affect company sales, gross margin, and objectives.

WORKING RELATIONSHIPS

Reports to a Buyer or other merchant team partner. Works closely with the Distribution Centers (DCs) and outside vendors, building solid relationships. Works collaboratively with Associates from other Corporate teams to complete projects and meet business needs.

DUTIES AND RESPONSIBILITIES

- ★ Create and maintain SKUs
- ★ Create Purchase Orders (POs) as directed by Buyers and/or Divisional Merchandise Managers (DMMs)
- ★ Continuous management and tracking of POs from inception, DC processing, and arrival in stores
- ★ Review shipments in our DCs
- ★ Track shipments
- ★ Order and track vendor samples
- ★ Anticipate Buyer / DMM needs, provide persistent follow-up
- ★ Communicate with vendors regarding overages, discrepancies, and damages; manage the return-to-vendor process
- ★ Analyze product values and become familiar with trends / brands / appropriate seasonality for Store assortments
- ★ Collaborate and work closely with Marketing Team to provide information and samples as needed
- ★ Thorough, professional communication with both internal teams and external vendors / customers

QUALIFICATIONS AND EXPERIENCE

- ★ Bachelor's degree in a related field.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Previous Merchandising experience strongly preferred (fashion and/or retail), with further aspirations to grow your career in off-price Buying
- ★ Computer proficiency with strong Microsoft Excel experience (including formulas, tables), and an aptitude for learning new software programs and applications
- ★ Highly attentive to detail and accuracy
- ★ Strong analytical skills and the ability to share findings and actionable solutions with Buyer and/or Team
- ★ Strong organizational and planning skills to ensure timely and accurate execution of responsibilities
- ★ Ability and motivation to work independently
- ★ Ability to work effectively and proactively as a member of the cross-functional team by communicating clearly and focusing on team objectives
- ★ Ability to build relationships, be personable, maintain a positive attitude, and collaborate with others
- ★ Ability to identify and execute priorities with a sense of urgency
- ★ Ability to facilitate multi-tasking in a fast-paced environment

SUPERVISION

This position does not have supervision over any Associates.

COMPETENCIES

- ★ **Decision Quality** – Make correct decisions based on analysis, experience, and judgement.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Negotiating** – Can negotiate skillfully in tough situations with both internal and external groups; can settle differences with minimum noise; can win concessions without damaging relationships; can be direct and forceful as well as diplomatic; gains trust quickly of other parties to the negotiations; has a good sense of timing.
- ★ **Planning** – Accurately scopes out length and difficulty of projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Customer Focus** – Establish a relationship with customers to glean first-hand information that will enhance their experience as well as our products and services.
- ★ **Action Oriented** – Enjoys working hard and enthusiastically taking on new challenges. Focuses on solutions – not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Drive Visual Standards** – Represents and reinforces the brand in a positive manner through a variety of products that appeals to all customers; maximizes use of products to drive profitable sales.
- ★ **Organizing** – Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
- ★ **Communications** – Is able to communicate quickly and professionally in a variety of communications settings and styles. Can express themselves clearly and concisely and is easily understood.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times; act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Builds rapport and puts others at ease; easy to talk to; listens.
- ★ **Teamwork and Collaboration** – Demonstrates a commitment to the mission and motivated to combine the team's energy and expertise to achieve a common objective.
- ★ **Supplier Relationship Management** – Form partnerships with suppliers based on mutual business value principles, compatibility of interests, and mutual need, openness and trust; develop partnerships with suppliers who provide a value.

PERFORMANCE MEASURES

- ★ Effective communication and organizational skills
- ★ Ability to work in a team environment
- ★ Demonstrated product knowledge
- ★ Ability to manage conflict in a professional and respectful manner
- ★ Ability to fulfill orders in a timely and satisfactory manner

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.