Downloaded from <https://www.velvetjobs.com/job-descriptions/shopper>

# Example of Shopper Job Description

Our company is looking to fill the role of shopper. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for shopper

* Support marketers and other user with the opening of new vendors in SAP and in purchasing system
* Support Account Payable department with invoice resolution
* Confirm the process of urgent buying process (Spot Buy Result)
* Be Key User in purchasing system, which includes joining the regular meetings, discuss cases/situations, finding the best solutions to handle and drive the current process, bringing own ideas to speed up and harmonize process
* Cooperate closely with other teams, in particular Procurement, Account Payable, Internal Control, Finance
* Initiate and develop communication with the marketers and other users, working with them to optimize and enhance mutual cooperation
* Develop and manage project timelines and task lists
* Review creative material to ensure specifications match those estimated
* Interact daily with internal departments and agency support to insure timely completion of projects
* Act as the master shopper in support to the Marketing function

## Qualifications for shopper

* Possess excellent written/verbal communication skills
* Have the ability to play the customer role conveniently under different circumstances
* Be available to work flexible hours that include nights, weekends, and holidays
* Able to stand and/or walk for prolonged periods of time outdoors in extreme heat/cold and sun
* Ability to interact in a professional and positive manner with Park Management, Loss Prevention Team Members and Guests while maintaining the highest level of professionalism and integrity
* High level of enthusiasm, involvement and commitment