



Example of Merchandising Assistant Job Description

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Our growing company is looking for a merchandising assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for merchandising assistant

- Assist in Quarterly Presentation prep work
- Create Product Knowledge sheets and communicate product information to other departments
- Reviews files regularly to uncover unnecessary items
- Processing Reorders utilizing re-order form to produce purchase orders for buyer designated quantities taken off of statistical reporting
- Processing "Close Outs" and produce purchase orders as directed by the Buying team
- Processing import orders and produce subsequent purchase orders
- Processing purchase orders on all newly purchased product and set up for re-order as needed
- Stocking Keeping Unit (SKU) maintenance
- Adding / deleting SKU's as needed for reorder system
- Make both domestic and international travel arrangements including transportation, hotel and dining arrangements

Qualifications for merchandising assistant

- Proficient in MS PowerPoint, Excel, Word and Outlook
- Ability to lead and motivate multiple groups and/or individuals
- Associate's Degree (A.A.) from a two year college, and at least 1 year related experience and/or training

- Stock and sales management