



# Example of Merchandising Assistant Job Description

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Our innovative and growing company is looking for a merchandising assistant. 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 merchandising assistant

- Works with the accounts, warehouse teams to process store stock takes
- Monitors, reports and rectifies warehouse locations in transit
- Monitors 'in stock and not on pricelist report' and corrects
- Provide new barcodes to stores
- Reports negative stock position
- Manages stock crediting procedures
- Submits weekly discrepancy and transfer error report
- Monitors stores delivery acceptance
- Prepares weekly invoice reporting for month end
- Processing reorders by utilizing reorder forms to produce purchase orders for buyer designated quantities taken off of statistical reporting

## Qualifications for merchandising assistant

- Processing purchase orders on all newly purchased product and setting up for re-orders as needed
- Process purchase orders on all newly-purchased products and set up for re-order as needed
- Oversee Stock Keeping Unit (SKU) maintenance
- Add/delete SKUs as needed for reorder system
- Coordinates domestic and international travel, car service, and accommodations for the entire Merchandising team

