



Example of Merchandising Assistant Job Description

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Our company is growing rapidly and is hiring for a merchandising assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for merchandising assistant

- Maintain the Catalog imagery onsite
- Support all Catalog initiatives by monitoring early, on time, and late product, monitoring catalog content to ensure accuracy, and managing catalog activations to ensure all product will be online in time
- Prioritize key messages and interpret on order and key buys into big ideas and executable campaigns, and then work with buying teams and analysts to prioritize drivers, margin builders, support strategic initiatives, new ideas, and brand builders
- Identify items and/or assortments for online messages that will populate the homepage, emails, features, supernav, and landings
- Communicate styling tips to the web stylists and use the buying teams for support
- Attend weekly style-out meetings
- Be the point person for the Merchandising team's cross-functional partners
- Support weekly blog and social team requests by using current product, suggesting alternatives if samples aren't available, and/or communicating sample needs to the buying teams
- Identify trends and newness in the market and among our competitors
- Own the product lifecycle management process via EC Vision

Qualifications for merchandising assistant

- Have a good understanding of the Anthropologie Home customer
- A minimum of 8 years' experience interacting with executives, previous

- Manage the sample process
- Assist in Line Presentation prep work
- Participate in competitive research