



Example of Merchandising Assistant Job Description

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Our growing company is hiring 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

- Manage all Pricing in the system, including JPY and execute Price Changes
- Participate in Market Week Set Up
- Proficiency in ECVision
- Maintain GFE+ system
- Responsible for all sample requests (photo shoots, licensee requests)
- Own style set up process-obtain UPC codes, color, cost and store attribute information and input into line planning systems
- Manage samples - Maintain lending log and coordinate sample across cross functional teams for key meeting set up, product knowledge, and monthly floorset
- Assist in quarterly Line Presentation prep work – build and maintain assortment tools and sku counts
- Partner with such teams as Product Knowledge, Visual Merchandising and Store Operations to build tools and manage communication to stores
- Manage special projects and assist the Associate and Assistant Managers to support the Women's Merchant team as necessary

Qualifications for merchandising assistant

- Proficient in Microsoft Excel, PowerPoint, Word, Outlook
- Knowledge of the home/interiors industry preferred
- Knowledge of brand and position of Women's POLO

- Proven ability to work independently, multi-task, and manage time wisely