



Example of Merchandising Associate Job Description

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Our growing company is looking to fill the role of merchandising associate. 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 associate

- Launch calendar management (20%) – Build the seasonal footwear launch calendar in collaboration with global category partners the product creation & brand teams to ensure that it is up to date on a daily basis
- Workfront management (20%) – Workfront is a project management tool that will be owned by the associate merchant to ensure that all merchandising information is accounted for and communicated efficiently
- Communication (20%) – Establishing a mutually beneficial flow of clear correspondence with all cross functional partners will be one of the primary functions of the role
- Competitive Insights (20%) – In order to push into the future, the ability to know & develop actionable insights from the competitive landscape will be extremely important
- Sample Ownership (20%) – The associate manager will partner with the operations to order, track & ship GEO, affiliate & seeding samples
- Act as a liaison between creative, design, product management, photography, product development, copy and merchants to execute site plan and changes for daily site maintenance and seasonal assortment launches under the direction of the Web Merchandising Leader
- Daily site maintenance, including management of skus, database hierarchy, data relationships, internal record maintenance, QA of live site assets and answering inquiries from internal partners as it relates to products live on the site

- Responsible for website photography framework build and tracking to completion
- Accountable for the accuracy of sellable inventory online

Qualifications for merchandising associate

- High School or GED required, Associates or Bachelor's degree preferred
- Working knowledge of Microsoft Office applications with an emphasis on Access
- Ability to learn software applications and data processing procedures
- Be dependable and have good work ethics with a "can do" attitude
- Have a collaborative personality and be excited to work with a team to be successful
- Have the ability to analyze problems, create solutions, and multi task with attention to detail