



## Example of Shopper Job Description

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Our innovative and growing company is looking to fill the role of shopper. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

### Responsibilities for shopper

- Be Key User – joining the regular meetings, discuss cases/situations, finding the best solutions to handle and drive the current process, bringing own ideas to speed up and harmonize process
- Close cooperation with other internal / external teams – Procurement, Account Payable, Internal Control, Finance
- Initiate and develop communication with the marketers/requesters, working with them to optimize and enhance mutual cooperation
- Optional activity may include the WBS creation, Budget Shift creation, Reporting tasks
- Other Ad hoc requests from the direct manager
- Meet with Loss Prevention Manager/Supervisor daily to receive areas of concentration and special assignments
- Maintain a shopper till throughout shift, including balance out till with receipts and purchases at end of shift
- Fill out accurate field report cards and a detailed shopper report at the end of each shift
- Act as the master shopper on behalf of the Marketing function creation of Shopping Cards in the purchasing system
- Be the expert and linkage to purchase indirect goods and services for the organization and end users

### Qualifications for shopper

- Customer focus, combined with attention to detail, high organizational skills, problem solving strong communication skills
- Knowledge of Digital Forms would be an asset
- Knowledge of Purchase Ordering systems would be a plus
- Technical confidence to learn new systems
- Ethics - Treats people with respect