



Example of Shopper Job Description

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Our 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

- Support marketers and other user with the opening of new vendors in SAP and in purchasing system
- Support Account Payable department with invoice resolution
- Confirm the process of urgent buying process (Spot Buy Result)
- Be Key User in purchasing system, which includes 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
- Cooperate closely with other teams, in particular Procurement, Account Payable, Internal Control, Finance
- Initiate and develop communication with the marketers and other users, working with them to optimize and enhance mutual cooperation
- Develop and manage project timelines and task lists
- Review creative material to ensure specifications match those estimated
- Interact daily with internal departments and agency support to insure timely completion of projects
- Act as the master shopper in support to the Marketing function

Qualifications for shopper

- Possess excellent written/verbal communication skills
- Have the ability to play the customer role conveniently under different circumstances

- Able to stand and/or walk for prolonged periods of time outdoors in extreme heat/cold and sun
- Ability to interact in a professional and positive manner with Park Management, Loss Prevention Team Members and Guests while maintaining the highest level of professionalism and integrity
- High level of enthusiasm, involvement and commitment