



## Example of Shopper Job Description

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Our innovative and growing company is searching for experienced candidates for the position of shopper. 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 shopper

- Provide administrative support to the marketing team on the remote basis
- Follow-up with respective departments to purchase indirect goods and services
- Manages the Good receipts in COUPA following the confirmation of goods received from end users
- Support with the opening of new vendors in SAP and missing Vendors in Coupa
- Provide final solution by regular follow ups to cover End to End (E2E) process
- Provide requests resolution within KPI's and SLA's
- Cooperate closely with other internal / external teams – Procurement, Account Payable, Internal Control, Finance
- Responsible for communicating key insights to the marketers/requestors and work with them to optimize and enhance mutual cooperation
- Complete additional activities, for instance the WBS creation, Budget Shift creation, Reporting tasks and other other Ad hoc requests from the direct manager
- Develop and execute shopper marketing plan that is aligned to category, brand, and retailer strategy

### Qualifications for shopper

- Be available to work flexible hours at night and weekends

- Customer focus, attention to detail, high organizational skills, problem solving strong communication skills
- Minimum 1 year in retail or business related field
- Experience with computers and other 'tech equipment' (camera, scanner, and tape recorder)
- Proven ability to work with little to no direction on a day to day basis