

JOB TITLE: Webstore Merchandiser
SUPERVISOR: Webstore Program Manager
EFFECTIVE DATE: Jan 1, 2018

PURPOSE:

Merchandiser emphasizes our commitment to our clients, our associates and our vendor partners to provide the best products from the best sources at the best pricing available.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Weekly scheduled reviews of Inventory Reports for replenishment
2. Handle all aspects of webstore merchandising activity for webstore accounts
3. Maintain quarterly Merchandising & Marketing plans for each client and adhere to set sku and inventory goals.
4. Initiate or suggest updates for store sliders as needed
5. Source, sample and present product to client contacts/Sales during item selection.
6. Work with suppliers on custom product unique to an individual client.
7. Analyze programs from a financial and product trend aspect.
8. Drive business to preferred supplier network to maximize rebates and photo allowances
9. Negotiate general and project based pricing for Boost as needed including new vendor contracts for specific products
10. Monitor Sample Expense budget and adhere to set goals for each program
11. Monitor program surveys – identify areas of improvement and keep shopping lists for each account.
12. Develop strategic marketing plan for the program and execute
13. Assist on RFP responses and New Product Spreadsheets as needed
14. Be knowledgeable of industry and retail trends and apply to the sourcing on the account
15. Attend supplier meetings held at Boost home office
16. Any other tasks that are deemed necessary to reach the goals of the department.

TIME ALLOCATION:

- Source, price, sample or review products according to Merchandising plans -- 75 %
- Analyze finances and product trends -- 15%
- Attend Vendor Meetings and Miscellaneous: -- 10 %

COMPETENCIES:

- Ability to develop and effectively analyze client program.
- Ability to identify and prescribe corrective action for product to Fulfillment or Sales.
- Ability to provide direction to Account Manager concerning product and pricing recommendations.
- Strong verbal, written and presentation skills
- Strong interpersonal and organizational skills
- Strong PC knowledge and Microsoft Office skills

- Excellent working knowledge of the following programs: @ease, ESP, Profit Maker
- Ability to travel as necessary
- Excellent understanding of company goals, vendors, product lines, processes and sales philosophy
- Excellent understanding of industry