

Role Profile Questionnaire

IDENTIFICATION INFORMATION		
Position Title:	Assistant Merchandiser	
Function/Sub-function:		
POSITION PURPOSE:		
Briefly describe the major function of this position and the reason it exists. Summarize into two or three sentences.		
Entry level role assisting in a variety of duties within Merchandising function. Inventory replenishment, pricing products with oversight and administrative support. The purpose of role is to ensure continuous hands on inventory management.		
PRIMARY RESPONSIBILITIES		
In order of importance (most to least), briefly describe 4-6 primary responsibilities of the position, and approximate the percentage of time spent on each.		
	% of Time	Primary Responsibility
1	40%	Maintain appropriate stock levels of supplies, ingredients or products within area of oversight.
2	20%	Manage POs, price inventory (with oversight), effectively communicate with suppliers, minimal price negotiation.
3	20%	Work with internal QC and suppliers on any quality mis-ship or inventory return issues.
4	20%	Provide Merchandising Administrative support running reports etc.
QUALIFICATIONS		
List the minimum required levels of Education, Experience, and Special Skills needed to perform the responsibilities of the position.		
Education Degrees/Certificates	<i>Minimum Required:</i> High School Diploma or equivalent Bachelors preferred	
Experience Years and type of experience	<i>Minimum Required:</i> 1 year experience desired but not required	
Skills Type and proficiency	<i>Minimum Required:</i> Proficient in MS Office, detail oriented, good verbal and written communication skills.	



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DECISION-MAKING AUTHORITY

Describe the most important decisions made by this position.

Most important decisions made fully independently:

Keeping adequate inventory level for needs while maximizing buy efficiencies.

Most important decisions made with review and approval of other individuals or supervisors (include the reviews/approvals required):

Negotiate pricing with suppliers and pricing of inventory internally with approval from Purchasing Director or Vice President.

ORGANIZATIONAL REPORTING

Please provide the following information regarding the organizational reporting relationships of this position.

NOTE: If org chart is provided with Role Profile, then this section is not necessary.

Supervisor Title

Dir/VP Merchandising

This Position

Assistant Merchandiser

SCOPE INFORMATION

Please provide the following information regarding the management authority of this position.

	Direct	Indirect	
Employees Managed	_____	_____	<input checked="" type="checkbox"/> Not Applicable
Annual Operating Budget Managed	\$ _____	\$ _____	<input checked="" type="checkbox"/> Not Applicable
Annual Revenue Generation Responsibility	\$ _____	\$ _____	<input checked="" type="checkbox"/> Not Applicable

OTHER INFORMATION

Please provide any other information that you think would help us further define the nature and scope of this position.



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