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| **Title:** | **Merchandising Coordinator** |
| **Reports to:** |  |
| **Supervises:** |  |
| **Classification:**  (fulltime,exempt) |  |
| **Location:** |  |
| **Pay range:** |  |

**Summary:**

The Merchandising Coordinator collaborates with and supports the Merchandising Manager in the merchandising function, (business development, product selection, pricing, promotion, and inventory management) of specific product departments and categories at company stores. Providing the best products at competitive acquired costs allows company Store Managers and Team Members focus on delivering Legendary Customer Service.

This role provides analytical support and is directly responsible for data entry and maintenance of vendor and product data within the assigned categories. The Merchandising Coordinator provides on-going communications for weekly price changes and promotions. This role is also directly responsible for managing the stores in-stock position for assigned product categories through the company’s computer replenishment system. This role also plays a key integral role in store, vendor, and intra-department communications.

**The duties and responsibilities of the Merchandising Coordinator will include but are not limited to the following:**

**Essential Duties:**

* Works with merchandising team to support Store Managers and Team members capability to deliver Legendary Customer Service in providing the best lawn and garden and pet care products.
* Assists the Merchandising Manager for price and promotions management.
* Acts as the initial point of contact for Store Operations inquiries.
* Plays a critical communication role with all stakeholders: Vendors, Stores, & other support departments.
* Directly responsible for meeting customer and company expectations with regards to our in-stock position and inventory levels.
* Enters and maintains vendor, item, and replenishment information into company computer system.
* Provides Special Order pricing and quotes to stores
* Enters and monitors daily and weekly purchase orders for advance retail, replenishment, special buys, new store orders, and reporting solutions.
* Conducts research of purchase orders status, product outages, product location, and accounting inquiries.
* Processes and tracks Special Order purchase orders and communicates with stores and vendors.
* Processes accurate, cost effective and timely replenishment orders on a daily basis.
* Understands and maintains order point calculations and supports strong in-stock positions and correct inventory levels through the effective uses of inventory management processes.
* Supports the Merchandising Manager in effective inventory financial management within budget guidelines
* Collaborates with vendors to ensure timely and accurate deliveries and information flow.
* Provides direct support of invoice discrepancies and returned goods processes.
* Uses MS Outlook, MS Excel, MS Word, and MS PowerPoint computer applications in the primary job duties.
* Occasionally works on a store sales floor and sells merchandise to become familiar with customers’ attitudes, preferences, and purchasing habits and how merchandising decisions relate.
* Supports stores as needed for Full store inventory execution and data needs.

**Goals:**

* Respond quickly and efficiently to inquiries from all stakeholders: Vendors, Stores, and other Store Support Center Team Members.
* Contribute ideas and thoughts that will improve the performance of the purchasing and inventory management processes.

**Compliance**

* Abide by and promote an attitude of integrity and compliance with all company policies, procedures, and Team Member Handbook, especially as it applies to ethics and legal requirements.

**Other**

* Perform other tasks as may be reasonably assigned.

**Qualifications:**

Minimum Skills and Abilities

* Two years of relevant office experience or a college degree.
* Previous experience in managing purchase orders.
* Organized, self-motivated and able to multi-task.
* A quick-thinker, ability to multitask and enjoys work variety without frustration
* Excellent oral and written communication skills.
* Strong computer competency and proficient with MS Word, MS Excel (formulas, formatting, charting, and printing), and Outlook
* Detail oriented.
* Strong analytical skills, able to create, understand and effect business through computer systems and spreadsheets.
* Understanding of Business/Retail math, price point analysis, inventory turns and margin.
* A collaborative, team player with a strong work ethic

Preferred Qualifications

* B.S. in Business Management/Marketing/Finance/Accounting or equivalent and relevant work experience.
* Retail operations or merchandising experience or relevant experience with a Consumer Products company.
* Have an intermediate to expert proficiency in Microsoft Excel (vlookup, pivot tables, macros, etc.
* Strong experience working with integrated management information systems (SAP, Oracle, JD Edwards, Epicor, etc)
* Demonstrated advanced analytical, retail and business math skills.
* Strong knowledge of lawn and garden and pet care products.
* Passion for merchandise.

**Travel**

* Occasional travel to company stores

**Acknowledgement:**

I have read the attached job description and fully understand the duties and responsibilities expected of me as a Retail Team Member. In addition, I understand that this job description does not constitute a contract of any kind.

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Team Member Signature Date