



# JOB DESCRIPTION

Title: **VISUAL MERCHANDISER**  
Status: Full-Time/Salaried/Exempt

## **Store Merchandising**

- Create effective displays & arrange merchandise according to buyer guidelines and daily logs
- Focus on telling the "story," visual weights, shopability, seasonality and shrinkage control
- Identify potential customer safety issues when establishing displays; ensure safety protocols are followed
- Create displays to minimize potential for product damages
- Constantly freshen & rearrange stock
- Maintain and examine exterior and interior window displays daily

## **Walk Thrus**

- Participate in store walk thrus with Manager and Merchandise Directors
- Evaluate effectiveness of displays and develop plan for changes

## **Daily Transfer & Backstock**

- Assist with loading/unloading transfer
- Organize & prioritize transfer, process in timely manner, package to minimize damages
- Regulate quantity of merchandise for sales floor, backstock the balance
- Maintain efficient processing area (assist with garbage/box tear down, etc.)

## **Communication & Customer Service**

- Communicate with manager on delegating projects
- Assist with ringing sales when necessary, provide product information to staff
- Provide exemplary customer service (be aware of customers, offer assistance)

## **Misc.**

- Prioritize and complete tasks as assigned by the Merchandise Director and Assistant Director
- Demonstrates leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Assist in special projects, maintenance, clean-up and reorganization as needed
- React quickly to fast-paced, ever-changing retail environment
- Additional schedule availability required during our retail holiday seasons
- Full understanding of the critical work times for your position

**Requirements:** Previous merchandising experience, strong visual aesthetic, good spatial relations, excellent communication, and ability to prioritize. Ability to stand for entirety of shift, repetitively bend/lift/reach/twist, go up/down stairs to retrieve merchandise, and lift/move up to 40 pounds. Willingness to work on ladder. Manual dexterity to run the point of sale registers.