



# JOB DESCRIPTION

Title: **ASSISTANT VISUAL MERCHANDISER / SALES SUPERVISOR**

Status: Part-time/Hourly/Non-Exempt

## **Store Merchandising**

- Constantly freshen & rearrange stock according to direction given by Manager/Merchandiser/Buyer
- Discuss placement/groupings of merchandise with Manager/Merchandiser
- Create effective displays & arrange merchandise according to store guidelines
- Focus on telling the "story", visual weights, shopability, seasonality and shrinkage control
- Participate in store walk thrus as needed
- Maintain safety protocols regarding lifting, hanging and ladder usage
- Be available to help with large store moves, seasonal display changes (may involve off hours such as early mornings, late nights or weekends)

## **Daily Transfer**

- 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

## **Supervise Sales Staff**

- Open/close store according to store procedure if necessary
- Set an example for sales staff, greeting customers and providing excellent customer service
- Handle customer complaints according to store procedure, relay as needed to Store Manager
- Assist in delegating projects and responsibilities
- Communicate progress of assigned projects to the Manager
- Pass along staff performance issues to Manager, according to store procedure

## **Sales**

- Ring sales, process all transactions accurately and according to store procedure
- Answer phones, direct customer requests, questions or concerns

## **Misc.**

- Assist in special projects, maintenance, clean-up and reorganization as needed
- Ability to react quickly to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons
- Full understanding of the critical work times for your position

**Requirements:** Day, night and weekend availability, must be willing/able to work on tall ladders, move up to 40lbs., stand for majority of work shift, understand and execute basic merchandising principles, good spatial relations, strong communication skills.