

Job Description

TRAVEL MERCH EXEC ASSOCIATE

Job Code: HMCHEA
Job Description: TRAVEL MERCH EXEC ASSOCIATE
Effective Date: 2013-03-15

Position Purpose

Merchandising Execution Associates (MEAs) perform in-store merchandising service activities such as merchandising projects, planogram maintenance, overhead organization, and display/signage maintenance designed to enhance the customer experience. MEAs execute merchandising strategies and ensure product is displayed correctly to drive sales and maximize inventory turns. MEAs work in teams with on-site supervision, and provide service to multiple departments in the stores. These associates execute approved general bay service, tasking, projects and resets safely, accurately and efficiently. MEAs must build and maintain strong relationships with store associates and provide superior customer service to both internal and external customers. MEAs on the traveling team typically service multiple stores and work overnights.

Major Tasks, Responsibilities and Key Accountabilities

35% Merchandising: General Service, Tasking and Projects

- Read and interpret directions to ensure merchandise is set to the planogram, project instructions, and general service guidelines
- Straighten, clean and merchandise product to ensure merchandise is presented in a visually appealing manner

20% - Organize overheads and perform focused pack-down on low stock and out-of-stock products

- Build displays and fixtures using basic hand tools
- Maintain, order, and install display material/signage/brochures
- Replace damaged or missing price labels
- Follow directions and processes to conduct accurate price and label changes

20% Count and verify merchandise quantities and placement as directed

- Utilize handheld technology devices to input and receive data and information
- Maintain bay service records and other documentation as directed

15% Customer Service:

- Maintain aisle cleanliness so that merchandise is accessible and customers are able to move throughout the aisles easily
- Partner with store leadership to markdown all damaged or un-sellable merchandise

10% Answer questions regarding the store and products for the customers. Partner with store associates to find necessary products to fit the customers needs.

Other:

- Follow standard operating and safety procedures.
- Complete assigned training curriculum
- Other duties as assigned

Nature and Scope

Position reports to Merchandising Execution Supervisor or Merchandising Execution Manager

No direct responsibility for supervising others

Environmental Job Requirements

4. Usually in a comfortable environment but with regular exposure to factors causing moderate physical discomfort from such things as dust, fumes or odors.

Minimum Qualifications

- Must be eighteen years of age or older.
- Must pass the Drug Test.
- Must pass Background Check.
- Must pass pre-employment test if applicable.

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Education Required - The knowledge, skills and abilities typically acquired through the completion of a high school diplomas and/or GED.

Years of Relevant Work Experience - 0

Certificates/Licenses -

Physical Job Requirements - Requires intermittent periods during which continuous physical exertion is required, such as walking, standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.

Additional Qualifications - Must pass drug test, background screen and all relevant pre-employment tests where applicable.
Must be able to lift up to 50lbs
Must have reliable transportation
Requires daily non-overnight travel up to 100% of the time

Preferred Qualifications

- Experience working in retail merchandising service industry or working directly for a large scale retailer.
- Basic computer skills with knowledge of web-based applications.
- Experience working on teams, with heavy reliance on team work to accomplish goals.
- Knowledge of lift equipment, tools and procedures necessary to do job successfully.

Knowledge, Skills, Abilities and Competencies

- **Drives Execution & Self Motivated:** Demonstrates the ability to deliver results without close supervision despite a large workload, competing demands, and fast-paced environment. Ensures tasks are completed on time, without error, and meet quality standards.
- **Communication:** Displays a high level of responsiveness to customers, store level associates, and district/regional leadership.
- **Customer Driven:** Provides outstanding customer service to both internal and external customers. Follows through on responsibilities to customers.
- **Safety Orientation:** Follows safety policies and procedures. Identifies and corrects safety hazards.
- **Attention to Detail:** Stays attentive and aware, catches errors before completing assignments, and maintains high quality standard for work.
- **Promotes Teamwork:** Maintains positive working relationships with co-workers and effectively handles interpersonal conflict situations.