



Job Description

Position Title: Associate Merchandiser

Reports To: Merchandiser/Merchandising Manager/Director of Merchandising/VP Merchandising/SVP Merchandising

Direct Reports: None

Overview:

The Associate Merchandiser will assist the Merchandiser/Director in planning, analyzing and merchandising the product assortments by account for a designated brand.

Key Accountabilities:

- Assist and support the Merchandising team with all prep work for all meetings and presentations
- Assist in the development of all working tools including line plans, assortment sheets/directed assortments and meeting agendas/recaps
- Assist cross functional teams (Licensor, Sales, Planning, Design and Sourcing), provide recaps and ensure smooth communication
- Review and analyze sales performance for assigned brands and provide recaps on findings and opportunities
- Recap and analyze all order placements, write corporate callouts by division and follow through with cross functional teams to ensure changes are implemented to the licensors' standards
- Attend selected sales meetings and ensure the product is represented appropriately
- Support Download to Sales and GTM meetings
- Participate in competitive research and market visits to identify trends and future opportunities; communicate these findings
- Assist in creating seasonal showroom appearance and recommend samples for display
- Special projects as assigned

Required Skills/Abilities/Education:

- Bachelor's Degree in Fashion Merchandising, Marketing or related field
- 1+ years of experience in related field and/or strong internship experience
- Excellent organizational and communication skills with attention to detail
- Ability to multi-task and prioritize in a fast-paced environment
- Proficient in Microsoft Office