

Position: Merchandise Coordinator **Reports To:** Senior level Merchants
Location: Corporate **Type:** Full-time, Non-Exempt

discover your purpose...

Provide support and coordination for Senior Buyer and/ or Buyer and Associate Buyer in specified merchandise categories for all channels of sales. Input, proof and analyze data for all areas of merchandising management.

who we are...

Our mission is to enhance the quality of our customers' lives at home. We put the customer at the center of everything we do, every day. Our corporate values that guide our actions and decisions are our People First culture, customers, quality, shareholders, integrity, and corporate responsibility.

At Williams-Sonoma you will....

- Enter and maintain all price changes for DTC (Direct to Customer) and Retail, working closely with inventory partners.
- Communicate as needed with agents and vendors on behalf of buying team in regards to project and sample status, costing/ sku worksheets, and packaging/ labeling needs.
- Set up and maintenance of all skus.
- Create and maintain Product Development Spreadsheets.
- Create and maintain quarterly MTL spreadsheets (both quality and package testing).
- Create and maintain quarterly Product Information (PI) Sheets.
- Track and open packages and samples; coordinate movement of merchandise to sample rooms.
- Print and distribute all weekly sales reports.
- Attend team meetings with merchandising and inventory.
- Prepare analysis as directed.
- General administrative duties.
- Assist in quarterly retail floor sets.

what we're looking for...

- BA/BS required
- Previous experience in merchandising a plus
- Advanced Excel skills
- Attention to detail
- Ability to work in a fast pace, often-changing environment required

This position is not eligible for visa sponsorship.

Williams-Sonoma Inc. is an Equal Opportunity Employer

Williams-Sonoma, Inc. will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.