



Job Description

Position Title: Assistant Merchandiser

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

Direct Reports: None

Overview:

The Assistant Merchandiser will assist the Merchandising team in managing and maintaining the merchandising assortment by brand.

Key Accountabilities:

- Prep, ship and unpack all account samples, catalog prints, whiteboards, assortments, tool kits and color cards for Mid-West team account meetings
- Create and maintain sample logs for all meetings
- Prep samples for meetings
- Assist with quarterly sample closet cleanouts
- Own maintenance of each showroom closet and assist with closet reset
- Maintain Donegar sample log and handle all prep and shipping
- Prep samples for any internal review meetings
- Prep and ship samples for Trade Shows/Corporate meetings
- Prep and ship photoshoot samples
- Act as the point person for all Brand Manager samples from Sourcing, Production, and EVP
- Prep samples for any marketing/PR needs
- 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