



Job Title	Retail Merchandiser
Department	Operations
Reports To	District Manager

Position Summary

The responsibility of the Retail Merchandiser will encompass a vast array of duties. They will take direction from the Team Lead and work with their fellow teammates to provide big box retails with resets, remodels, installation, stocking, and organizing the store.

Essential Job Responsibilities

- Potential duties may include (but are not limited to): assembly or moving large metal pallet racking in new stores; kitchen/bath sink resets and fashion plumbing; fashion lighting; garden/shed resets/assembly; appliance resets; remodeling of end caps; merchandising remodeled stores/reset areas of the remodeled store; moving, assembling, and rebuilding gondolas; installing new graphics/relocating graphics; moving/building/installing clothing racks; freshening interactive displays; reset cantilever fixtures; etc
- Assists other members with assigned tasks
- Reports issues that arise during the project to the assigned Team Lead
- Maintains a positive working relationship with all store employees and customers
- Responsible for logging billable time via a call-in or online system; will be required to log arrival time, all break, and departure time

Skills/Requirements

- Must have 1-2 years of experience in the retail industry
- Must have excellent interpersonal and customer support skills
- Must be able to read and understand plan-o-grams
- Must be able to read floorplans and have some knowledge of blueprints; able to cross reference multiple documents
- Prior racking experience is preferred
- Must have good written and oral communication skills
- Must complete an internal certification program
- Must have reliable transportation, a valid driver’s license and auto insurance, daily access to the internet, and basic tools (e.g. Cordless Drill, hammers, box cutter, screw drivers, etc); specialty tools may be required – the company provides a purchase program
- Must be able to work independently or as a member of a team
- Must be 18 years or older
- May be required to acquire certification to operate machinery (e.g. forklifts)
- Must have basic computer skills

Work Environment/Physical Demands

- Stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time
- Lifting, pulling, and pushing materials and equipment
- Lifting 50lbs of weight (frequently); repetitive motions
- Precarious or high locations may be required; will be required to frequently climb and descend ladders
- Will be using basic tools (e.g. hammers, box cutter, screw drivers) that will require the full use of hands/fingers to operate

The above job description represents the essential and most significant duties of the position. It is not intended to exclude other work assignments and responsibilities not mentioned herein.

Employee’s Signature _____

Date _____