

Position Title: **Sales Merchandiser**
Department: Sales
FLSA: Exempt

POSITION SUMMARY: Responsible for the daily activities associated with merchandising product for a variety of customers while focusing on the company goal of building, maintaining and directing an efficient, well trained sales organization.

ESSENTIAL FUNCTIONS:

1. To make contact with store manager or appropriate store personnel upon arrival.
2. To provide useful and practical service to your customers.
3. To check display freezers for compliance with authorized plan-o-gram.
4. To address customer complaints in accordance with company policy and to advise management promptly of any situations that are beyond your scope of authority.
5. To be aware of new competitive products and merchandising practices and to keep management informed of them.
6. To periodically update customer record books and other miscellaneous customer records in accordance with company policies.
7. To prepare and submit call reports and expense reports as required.
8. To attend and participate in sales meetings and training programs as directed.
9. To review shelf tags for price and location.
10. To pack out, straighten and front, and rotate product.
11. To clean out damaged and out of code product.
12. To write the store's order by using a hand-held.
13. To cooperate with management in executing company policies.
14. To review the call with the store manager or appropriate store personnel.

OTHER RESPONSIBILITIES:

1. Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. High school Diploma.
2. Minimum of 2 years Sales and Merchandising experience.
3. Strong communication, verbal, persuasion and interpersonal skills.

Ss
1/2012