

# Job Description

## Merchandiser

Amended October 25, 2010



**Job Summary:** The Merchandiser is responsible for executing operational and administrative job tasks as directed by company policy, customer requirements and the direction of Matrix Merchandising management.

### Essential Duties and Responsibilities:

- Makes every store visit on time, and for the allocated amount of time.
- Exhibits high levels of productivity and accuracy.
- Complies with safety standards while working in the stores, and demands the same of other Matrix Merchandising employees.
- Executes Merchandiser-specific tasks as directed via voice, print or electronic instructions.
- Strives to insure that his/her work impacts the shopping experience as significantly as possible by:
  - Adjusting prescribed requirements to suit the needs of the local store
  - Insuring that all details are attended to, leaving the display picture-perfect
  - Providing information and feedback to store personnel so that they understand the objectives.
- Prepares stores for tours, meetings and other events as required.
- Provides excellent customer service to stores and store personnel by exhibiting impeccable professionalism, integrity, and decorum.
- Insures that consumers are treated well by projecting a cheerful, helpful and friendly persona.
- Creates an atmosphere of cooperation with stores and store personnel that fosters compliance with merchandising standards, planogram, and merchandising programs.
- Completes surveys, questionnaires, requests for photographs, etc. correctly and within deadline.
- Attends meetings as requested.
- Acquires and improves technological and computing skills as relate to the job, including but not limited to Excel, Word, Outlook, and Digital Imaging Software.
- Reports to his/her Supervisor with appropriate frequency all valid and pertinent information.

### Physical Requirements:

- Must be able to stand or walk throughout the workday.
- Must be able to crouch and to move items on or near floor level
- Must be capable of lifting and moving 50 pounds, and of lifting and moving up to 20 pounds above the head.
- Must be able to push or pull wheeled apparatuses weighing up to 1000 pounds.
- Must be able to work within a store environment without adverse effects due to allergies, asthma, or other chronic conditions.

### Performance Measures

- 100% compliance with safety initiatives, including the use of PPE.
- 100% attendance rate with no more than 1 hour over/short each week.
- 100% completion rate for all projects and job tasks.
- Zero complaint calls
- Maintains B3 or better rating on performance evaluations.