

# Merchandiser

## **Summary:**

Merchandiser assures effective administration and utilization of all point of sale material; including but not limited to, storage, display, general maintenance, and repair.

## **Essential Duties and Responsibilities:**

- Ensure all point of sale received is accounted for and in good condition.
- Maintain an organized, orderly point of sale storage area
- Maintain accurate and current inventory of permanent and/or illuminated point of sale materials from respective suppliers
- Maintain accurate records for return and or repairs of point of sale merchandise
- Installation, and or removal of point of sale displays and merchandise.
- Submit daily activities and installations reports
- Check company products within account to ensure proper position, stock, and shelf inventory rotation. Correct where necessary, adhering to the company policy.
- Develop point of sale programs and submit for approval. Implementation of programs upon approval.
- Performs other duties as assigned

## **Other Responsibilities:**

- Cover sales route when needed
- Adheres to the policies and procedures of, Commercial Distributing Co., Inc.
- Demonstrates a strong commitment to the mission and values of the organization.
- Attend all trainings and meetings off and on company premises.
- Possess a current valid Massachusetts driver's license, and maintain current vehicle insurance coverage.
- Maintain a clean driving record.
- Be able to obtain a Massachusetts permit to carry/sell alcoholic beverages.
- Maintain an orderly merchandising vehicle.

**Educations/Skills:**

- High school diploma is required.
- Mechanical ability to ensure proper display set up/removal.
- Ability to multi-task and work independently.
- Ability to interact with diverse clientele and staff.
- Good verbal and written communication skills.
- Customer Service

**Computer Skills:**

Proficiency using software programs such as MS Word, PowerPoint, Excel, and Outlook; possess the ability and willingness to learn in house sales software, along with other necessary software/programs.

**Environmental Factors/Physical Demands:**

Drives company automobile to assigned customer establishments; possessing the ability to sit in a vehicle for a length of time. Use of a ladder to reach high places for display set up/removal. Entails driving, and working in severe weather conditions. Actively bending, reaching, kneeling, climbing, stooping and possessing the ability to lift cases weighing 30+ pounds, kegs weighing up to 170 pounds and various product displays.

**Required experience**

Customer Service/Sales: 1 year

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_