



Position/Job Title: Merchandiser
Department: Sales Support
Reports to: Merchandising Manager
Summary:

This position is responsible for providing in-store merchandising and related support for off-premise liquor and wine sales divisions. This position executes daily market support for our sales force by merchandising company accounts to meet the standards set by the company's customers to provide exceptional customer service as well as those standards set by the company. Specific responsibilities/duties include but are not limited to:

Responsibilities/Duties: (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

- Communicates with and takes direction from account personnel, management, sales representatives and store personnel on a regular basis and reports any problems in the proper timeframe.
- Able to properly inventory and reorganizing back stocks, refill cold boxes, shelves, displays and dust product as needed.
- Able to properly build a display that meets supplier, customer and company guidelines.
- Replaces and maintains branded Point of Sale materials as needed.
- Completes merchandising & service calls relating to specific liquor and wine brands in our portfolio in assigned retail stores on a daily basis.
- Work with sales representatives and chain division to execute and merchandise all monthly chain programs.
- Provides continuous, courteous and professional customer service to vendors, store personnel, and store customers.

Administration:

- Maintain and submit required reports in a timely manner
- Attends product and business training sessions and division meetings as needed
- Maintains good working habits and arrives to work on-time.
- Works independently to meet deadlines and achieve results.

Other Duties as assigned— please note duties, responsibilities and activities may change at any time with or without notice.

Education/Experience:

- Minimum of a High School Diploma is required, some college preferred.
- Experience of one or two years of sales, merchandising in a retail environment - wine and spirits industry desirable

Specific Knowledge, skills, licenses, certifications etc:

- Must possess a valid driver's license, good driving record and reliable transportation
- Must be able to work well independently and in the context of team environments
- Must possess excellent listening skills, be open minded, exhibit patience and focus on continuous improvement
- Must maintain a professional behavior and appearance at all times
- Attendance and Dependability: Maintain flexible schedule, complete work in a timely and accurate manner willing to stay until the work is complete

Attendance and Dependability: Maintain flexible schedule, complete work in a timely and accurate manner willing to stay until the work is complete, be reliable and accountable

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is frequently required to sit, lift, carry, talk and hear. The employee is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk.
- The employee must frequently lift and/or move up to 40+ pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.