



## **Job Description: Merchandising Support**

**Job Overview:** The Merchandising Support role assists the Buyer during the busy summer retail season. This position serves as an important liaison between the office, warehouse, and the Park Stores regarding all things related to products and merchandising. The position is based out of the West Glacier, and the season for the role is mid-April to mid-October.

### **Job Duties and Responsibilities:**

- Assist with setting up Park Stores at the start of the season and closing Park Stores at the end of the season, including assisting with the season-end inventory process
- Visit the stores and stockrooms on a regular basis to ensure product is well organized and well merchandised
- Monitor Park Stores Product Notes spreadsheets and correct problems in real time
- Spot check inventory counts in-store and in the warehouse and transfer product as needed using our POS system (Retail Pro)
- Work shifts in the Park Stores, performing the duties of Sales Associate & Lead roles as needed
- Monitor and deliver supplies to the Park Stores as needed (including register tape, cleaning products, office supplies, etc.)
- Assist Warehouse Manager as needed, including day-to-day operations (including receiving shipments, stocking shelves, labeling product, picking orders, delivering product, etc.)
- Help train retail staff in re-stocking strategy
- Troubleshoot store problems and assist with resolution or escalate for further help
- Identify signage needs and convey information to buyer
- Other duties as needed (Cleaning, special projects, etc.)

### **Education and Experience:**

- High School diploma required
- One year warehouse/fulfillment experience preferred
- Previous experience with POS systems preferred
- Must have valid Driver's License

### **Knowledge, Skills and Abilities:**

- Ability to work independently with minimal supervision and also to work collaboratively with other warehouse and store staff
- Strong organizational and time management skills
- Attention to detail
- Willingness to admit mistakes and make efforts to correct them
- Ability to work well as part of a team
- Excellent communication and problem-solving skills
- Flexibility and ability to prioritize tasks
- Understanding of appropriate behavior in a professional work environment

**Physical Requirements and Work Environment:**

- Ability to stand, be active, and/or drive for a minimum eight-hour shift
- Frequently lift and handle cartons weighing up to 50 pounds, with the use of handcarts
- Willingness to drive a 15 passenger van on mountain roads in inclement weather
- Ability to bend down or kneel on the ground to stock or pull product from shelves
- Positive attitude to work in a fast-paced environment
- Willingness to work holidays and weekends
- Flexibility to accommodate changes to the schedule, due to unpredictable weather or wildfires