

Merchandise Associate Job Description Template

We are looking for a detail-oriented merchandise associate to maintain a neat and clean sales floor, arrange merchandise visually appealingly, and provide customers with a winning shopping experience. Responsibilities include stocking storefront shelves, entering products into the store inventory system, applying price tags, arranging product displays and maintaining an appealing shopping environment.

You should also provide friendly customer service and be prepared to perform any additional duties, such as running the cash register, should the need arise. You will also analyze sales data, research trends, and work closely with vendors to ensure that our store is stocked with the latest and most popular products.

To be successful as a merchandise associate, you should have a positive attitude and enjoy organizing and arranging merchandise to create superior customer experiences. The ideal candidate will also be an effective team player with strong communication and interpersonal skills.

Merchandise Associate Responsibilities:

- Receiving new merchandise and stocking shelves on the sales floor.
- Restocking and neatly repacking unsold items onto shelves.
- Preparing merchandise for purchase by entering items into store inventory and applying sales tags.
- Assembling product displays, dressing mannequins, and arranging merchandise in storefront windows.
- Performing other duties, such as attending the cash register, returns and exchanges or stock take, as assigned.
- Promoting products and store loyalty programs during customer interactions.
- Providing outstanding customer experiences.
- Maintaining an organized and clean sales floor.
- Promoting a positive store culture.

Requirements:

- Previous experience in retail, inventory or merchandising is beneficial.
- Strong organizational skills and attention to detail.
- Excellent customer service skills.
- Ability to work well in a team.
- Computer literate.



- Customer focused.

Qualifications:

- High school diploma or equivalent
- Prior experience in retail or merchandising preferred
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Attention to detail and ability to multitask
- Proficient in Microsoft Office and inventory management software

Working Conditions:

- Work is performed in a retail store environment
- May be required to work evenings, weekends, and holidays
- May be exposed to dust, fumes, and other irritants

Salary and Benefits:

Salary for this position