



Gazelle Sports – Be Your Best

Merchandise Manager Assistant– Administration (Full Time Salary)

Position Vision

The Merchandise Manager Assistant is responsible for supporting the daily activities of the Merchandise Manager and overall buying office.

Position Expectations

Inventory Management

- Place fill-in orders on products. Monitor and adjust inventory based on sales and seasonal needs.
- Maintain UPCs and attach to product records.
- Maintain model stock report. Create, analyze and adjust model stocks.
- Create product records, purchase orders, and season code changes
- Create and maintain product records for the NB Store.
- Execute price changes, stock balancing, transfer and RTV requests.
- Create and execute weekly sales reports and daily sales
- Recap financial results from events and promotions

Marketing

- Provide any necessary feedback to the Branding and Marketing groups.
- Assist the Merchandise Manager with Branding and Marketing Strategy.

Support of Merchandise Managers for the stores

- Daily and weekly communication with Merchandise Manager
- Assist with providing relevant product information to store trainers and managers.
- Communicate price changes, stock balances, and RA's to the retail stores and with vendors.
- Assist with consistent communication with the store group.
- Maintain purchase order information and make adjustments when needed.
- Assist with Analysis of business.
- Assist in communication and collaboration with vendors.
- Assist with special orders when needed.
- Assist as needed with coordination of Expos and off site sales.