



## Merchandiser

<b>Job Title:</b>	Merchandiser	<b>Job Category:</b>	Salary
<b>Department:</b>	Sales	<b>Job Code:</b>	
<b>Location:</b>	Fond du Lac, WI West Allis, WI	<b>Position Type:</b>	Full-time
<b>Reports To:</b>	Sales Development Manager (Fond du Lac, WI) Operations Manager (West Allis, WI)		
<b>Purpose:</b>			
Responsible for providing in-store support for off-premise liquor and wine sales divisions. Executes daily market support for our sales force by merchandising the company's accounts to meet the standards set by the company's customers, as well as those standards set by the company.			
<b>Key Job Accountabilities:</b>			<b>Frequency</b>
1. Communicates with and takes direction from account personnel, management, sales representatives and store personnel on a regular basis and reports and problems in the proper timeframe.			Constantly
2. Able to properly inventory and reorganizing back stocks, refill cold boxes, shelves, displays and dust product as needed.			Constantly
3. Able to properly build a display that meets supplier and company guidelines.			Constantly
4. Work with sales representative and chain division to execute and merchandise all monthly chain programs.			Constantly
<b>Additional Accountabilities &amp; Job Functions:</b>			<b>Frequency</b>
1. Maintains and submits required reports in a timely manner.			Constantly
2. Maintain proper product rotation on all date sensitive products.			Constantly
3. Assists all divisions in display reset projects as needed.			Occasionally
4. Assists sales representatives with rebates and coupons within assigned accounts as needed.			Occasionally
5. Attends product and business training sessions and division meetings as needed.			Occasionally
6. Able to understand and complete all necessary training provided by the company as needed.			Occasionally
7. Other duties as assigned by management.			Occasionally
<b>Education &amp; Experience:</b>			
<ul style="list-style-type: none"> <li>• A minimum of a High School Diploma or equivalent (G.E.D.) is required.</li> <li>• A Bachelors Degree in Business Administration, Marketing or Communications is desirable.</li> <li>• Experience of one (1) to two (2) years of sales, merchandising in the wine and spirits industry desirable.</li> <li>• Must possess a valid driver's license and reliable transportation.</li> </ul>			
<b>Skills/Abilities:</b> <i>(Only list skills and abilities required to do the job)</i>			
<ul style="list-style-type: none"> <li>• Intermediate Computer Skills.</li> <li>• Must be able to work well independently and in the context of team environments.</li> <li>• Advanced written and verbal communication skills.</li> <li>• Advanced interpersonal, organizational, problem solving and time management skills.</li> </ul>			



- Must possess excellent listening skills, be open minded, exhibit patience and focus on continuous improvement.
- Must maintain professional behavior and appearance at all times.

**Equipment/Software/Materials or Physical Requirements:** *(Including significant physical restrictions which may or may not be outlined in the physical job requirements)*

- General Office Equipment and Materials
- Microsoft Office
- Pallet Jack
- Cutter
- Duster
- Reference the physical job requirements for more details.

*This job description is intended as a summary of the primary essential responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.*

Reviewed By:	L. Pearson	Date:	January 1, 2012
Approved By:	J. Boehm / J. Heinan	Date:	January 1, 2012
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