



JOB TITLE: Promotional Product Merchandising Manager
REPORTS TO: Organizational Shared Services
LOCATION: Fully Remote
FLSA CLASS: Exempt, Salary

BASIC FUNCTION SUMMARY:

Under the direction of the CMO, the Promotional Product Merchandising Manager, is a key member of the management team responsible for ownership, accountability, and strategic planning of all Merchandising performance data and initiatives. This position will be a leading collaborator with Supplier Relations, Mid-market & Enterprise Branded Merchandise Sales Teams, Promotional Product Online Store Team, Marketing and Product Development, developing category and company-wide business goals and objectives.

The following duties are not intended to serve as a comprehensive list of all duties required in this position. This job description is intended as a representative summary of the major duties and responsibilities. This role may not be required to perform all duties listed and may be required to perform additional duties as requested.

ESSENTIAL FUNCTIONS: Duties, Skills, Responsibilities and Expectations:

- Analyze competitor and emerging trend branded merchandise collections to ensure optimal placement in the market
- Set direction for product selection and assortment planning utilizing company resources and processes
- Assist RFP content participation and delivery
- Develop strong vendor relationships and merchandising programs to facilitate and reinforce brand partnerships
- Utilization of vendor matrix for sourcing and negotiating pricing for new and existing products
- Responsible for development and implementation of category roadmap, go-to-market strategy, and annual forecasting
- Manage profitability goals through proper category assortment, pricing, placement, and promotional strategy for assigned categories.
- Analysis of competitive customer/industry/global trends data for actionable insights
- Analysis daily-to-annual sales performance data identifying strategic solutions to improve performance
- Meet Revenue/Profit/GM performance criteria through regular monitoring of online store pricing and pricing strategy
- Development of new online store implementations
- Direct all new and existing online store merchandising initiatives
- Partner with cross-functional teams to develop and execute product launch, marketing, and promotional programs
- Responsible for and assist in the guidance and development of a direct team
- Subject matter expert for product life cycle, education, alignment of vendor relationships, and corporate goals, for organization stakeholders
- Other duties as assigned

Maintain appropriate physical and mental health required to perform the essential functions of position

MINIMUM REQUIREMENTS:

- Exceptional leadership and interpersonal skills
- Strong product merchandising knowledge
- Detail oriented & organized
- Analytical possessing creativity and strategic thinking skills
- Retail and fashion trends awareness
- Excellent written and oral communication skills
- Ability to prioritize/coordinate/delegate multiple responsibilities simultaneously
- Ability to work independently or team as required by the task or project
- Always maintain the highest level of confidentiality and professional conduct
- Amazing people skills
- Must love product!

Required Education / Industry Knowledge:

- BA or BS degree in Business or related field
- Min 3 years eCommerce merchandising manager experience
- B2B experience
- B2C experience
- Promotional product industry experience preferred

WORKING CONDITIONS:

- Position is fully remote to the US and Canada only
- Ability to accommodate multiple time-zones with primary ET (EST/EDT)
- Dedicated workspace and high-speed internet
- Frequent video conference/email/chat

PHYSICAL DEMANDS:

- Maintaining a stationary position for up to 50% of the workday
- Consistently operate a computer and other productivity equipment including keyboard, webcam and document scanner
- Clarity of vision of 30" or less
- Ability to perceive sound in the capacity of oral communication
- Exertion of up to 10lbs. of force as related to lift or move of objects

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