

## **THE VITAMIN SHOPPE - MERCHANDISING ASSISTANT**

The Vitamin Shoppe in Secaucus is currently hiring a Merchandising Assistant.

Link to apply: <https://nlx.jobsyn.org/3bc9f49d0d564df08c07f25bc367910b159>

### **Overview**

The position of **Merchandising Assistant** will be responsible for providing administrative support, a variety of day-to-day functions and projects that contributes to effective internal operations of the merchandising department. They will work closely with the Category Managers and cross-functional departments to ensure activities are properly executed.

### **Responsibilities**

- Full execution of new items introduced
- Maintenance and management of items and vendor information in multiple systems
- Determine new buy amounts/units per week to be purchased for new items introduced
- Input buy in New Item Tracking files to be distributed cross-functionally
- Create and maintain own tracking, inventory, new items, and vendor files
- Compile VFD information for each refresh
- Distribute to vendors, track, compile, internally submit, archive quarterly promotions
- Manage incoming samples and new vendor information
- Cross-functional communication between vendor and key departments
- Pull sales reports for Category Manager when they have in house meetings with vendors.
- Track sales bi weekly, inform Category Manager of products selling well or not selling at all.
- Submit all new labels, and new item worksheets to S&RA department to make sure we are able to sell the products before set up.
- Track all promotions monthly, and make any changes as they come.
- Make sure all Value Prices are in the system correctly
- Make sure all assortment codes are correct for each sku.

### **Qualifications**

#### **Education/Certification:**

- High School Diploma, GED or equivalent combination of intellectual instruction and work experience. College Degree preferred.
- Basic knowledge of supplement industry.
- 3-5 years administrative experience.

**Skill and Ability:**

- Well organized and detailed oriented.
- Intermediate and/or advanced Microsoft Excel,
- Microsoft Word and Access.