

# Jackson Hole Mountain Resort

## JOB DESCRIPTION

### POSITION

TITLE: **Retail Merchandiser/Buyer**

DATE: 06/06/2016

CLASSIFICATION: FT/YEAR ROUND

SALARY GRADE:

REPORTS TO: Merchandise Planner/Head Buyer

DEPARTMENT: Retail

FLSA STATUS: Exempt

### **GENERAL PURPOSE**

To direct and oversee the Retail buying process, gross margin and Open-To-Buy budgeting, inventory management and visual merchandising for JH Sports, Hole in the Wall Snowboard Shop and other retail stores in order to achieve retail sales and gross margin budgets.

### **ESSENTIAL FUNCTIONS**

- Work with Sr. Director, Head Buyer/Planner, JHS GM and Marketing to set the branding image of JHS through vendor and product assortment.
- Analyze and predict sales trends through RTP reporting, industry trend information and guest demographics.
- Assort product to ensure merchandise selection meets the correct silhouette, price point, feature, color, and style breakdown.
- Forecast sales and cost of goods sold throughout the season to project retail sales and Open to Buy dollars for upcoming seasons.
- Track inventory levels and margins throughout the season to lead promotional sales events and hit targeted end of season carry-over dollars.
- Oversee the inventory management of all retail products and classifications through RTP.
- Complete order placement, acknowledgement, RTP entry, receiving and payment process, in collaboration with the Head Buyer/Planner and other key stakeholders.
- Develop strong vendor relationships to ensure the best terms, profitability, customer service and marketing opportunities are achieved for JHMR
- Set up visual displays for retail locations as well as setting and managing the merchandising budget collaboratively with JHS GM.

### **OTHER FUNCTIONS:**

- Work collaboratively with Store management to lead seasonal store set-up
- Assist in the Physical Inventory process and reconciliation
- Set store appearance standards and work with JHS Retail Management to ensure the store is in compliance.
- Initiate and execute store fixture maintenance & upgrades as well as develop seasonal floor plans.
- Coordinate in-store signage program to support JHS branding efforts.
- Work with accounting to ensure inventory is properly relieved and monthly cost of goods sold is broken out accurately. Oversee costing structure in RTP.
- Determine aged inventory, presenting write-offs at the end of each season.

-- Employees are held accountable for all duties of this job--

### **JOB QUALIFICATIONS:**

#### KNOWLEDGE, SKILLS, AND ABILITY:

- Strong analytical and trend noting skills
- Advanced working knowledge of a PC.
- Advanced working knowledge of Excel.
- Visual merchandising skills
- Detail oriented.
- Strong negotiating skills.

- Ability to develop and sustain productive relationships with internal and external clients.
- Strong organizational skills.
- Ability to multi task and adapt to quickly adapt to changing business environment and demands.
- Strong time management skills.
- Strong knowledge of retail math.

**EDUCATION OR FORMAL TRAINING:**

College Degree

**EXPERIENCE:**

5 Years Retail buying experience and retail merchandising experience required, preferably in the ski/snowboard/outdoor industry.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.