

please let us know
if these specs are
alright phone#
(212) 536
9574
Thank you!

**Part Time Accessories Merchandise Coordinator
(Birmingham, Alabama)**

Date: 2011-09-08, 12:14PM EDT
Reply to: see below

The Jones Group, Inc. currently has a great opportunity for a Merchandise Coordinator in the Birmingham, Alabama area. A Merchandise Coordinator ensures that the presentation and merchandise standards within individual department stores for each of our Jones Group brands are maintained. They ensure that all products are processed, priced, and displayed according to the set standards to maximize exposure and increase sales and margin to their highest potential. Responsibilities include, but are not limited to, the following:

- Maintain high presentation standards for each brand, rotate floor presentations to reflect newest trends
- Review brand positioning and real estate, negotiate for proper space and location as needed
- Ensure that newness is highlighted on the selling floor, and that markdowns are executed and moved to clearance areas
- Ensure that POS events are set up, signed, and strategically placed on selling floor and that store associates are made aware of pricing strategy
- Conduct seasonal product seminars and regularly communicate key trends, product knowledge, and selling information to store staff
- Complete weekly store visit reports detailing accomplishments for the week, making requests and highlighting opportunities for growth, and providing competitive information
- Complete required daily/weekly/monthly paperwork (store visit reports, timesheets, monthly calendar, expense reports)
- Recognize and report any stock imbalances, location issues, or other issues to Regional Manager
- Collaborate with Sales Reps, store staff, RM, and visual teams to resolve store issues
- Work with stores to collaborate and participate in store events to optimize brand awareness and drive sales
- Prioritize daily and weekly responsibilities in order to effectively service each store and brand
- Develop positive working relationships with all store management to benefit growth of TJG brands
- Provide thorough store visit reports to Regional managers and Sales Reps
- Partner with Macy's District Merchants and Planners to maximize our sales in all brands
- Use time on the selling floor to sell our brand and converse with the customer to get valuable information
- Communicate on a regular basis with RM & DM, report store issues and concerns to

RM & DM quickly and collaborate with all parties to resolve

- Motivate and create a sense of enthusiasm regarding our brands with store associates and all levels of in-store management
- Conduct professional formal and informative in-store seminars in order to educate sales staff on features/benefits, trends, and visual standards
- Assist store staff by processing stock, executing markdowns, and setting up POS and special events
- Develop and maintain relationships with Dept. store staff - communicating and resolving issues as necessary

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma
- College Degree preferred - Specifically classes in retail and/or fashion merchandising
- Driver's License required
- Previous retail and/or merchandising experience preferred
- Basic computer knowledge - emailing, sending and receiving attachments, Excel, Word, downloading photos
- Fluency in second language is beneficial in certain areas, but not required

We are an EOE/Affirmative Action Employer.

To apply to this position, please visit our careers website at:
www.jonesgroupinc.com/careers