

Merchandising Administrator (mur-chuhn-dahy-zing add-men-is-traht-er), *n.* a rare hybrid species that possesses the ability to implement creative processes, is a self-starter, and has an amazing knack for organization

Related terms:

- Trendy *Embraces and is excited by today's trends (fashion, décor, lifestyle)*
- People-person *Approachable and easy to talk to, strong communication skills*
- Adaptable *Able to handle a variety of tasks and to embrace change*
- Visionary *Passionate about coming up with and sharing new ideas and strategies*
- Over-achiever *Extremely organized and proactive, willing to go the extra mile*



Responsibilities

The Merchandising Administrator is a challenging but fun role where every day is different, and using your unique individual strengths is encouraged. For example, you could be pulling together new trend boards in the morning and then pricing new products in the afternoon. It's the perfect role for someone looking to combine their creative and analytical strengths. Being proactive and a detail-oriented multi-tasker is pivotal for success, as the Merchandising Administrator's various responsibilities include the following:

- **Assist with Account Management:** Involves relationship building, customer service, problem solving, and extensive knowledge of each account.
- **Project Management:** Researching any relevant sales promotions, store merchandising (i.e. end caps, planograms) and packaging tactics. This revolves around coordinating with various parties to make sure we hit all necessary timelines.
- **Meeting Preparation:** Working closely with Product Development and the Merchandising Strategists to coordinate new samples for customer meetings. Meeting preparation can also include sample showroom set-up, product pricing, and organized planning of the development and meeting timeline.
- **Product Pricing:** Strategically pricing each product to hit the retail that will lead to successful sales on our customers' floors, while also securing Designs Direct's margin goals.
- **Trends and Research:** Keeping up to date on what's going on in the home décor industry. This involves following trends on blogs, magazines, Pinterest, etc., or possibly attending industry trends shows around the country. This also involves store research of our customers, as well as their competitors, so that we can determine how we can increase their business.
- **Analyzing Sales Reports:** Many of our customers will send us monthly reports on how our products are performing. The Merchandising Administrator analyzes these reports to determine how we can

increase the customer's business (i.e. which products are best-sellers that we can revamp for future presentations, and which items are performing poorly that we should not repeat).

Company Culture

Designs Direct is a vendor for major home décor retailers including Hobby Lobby, Big Lots, Family Dollar, Frontgate, and many more! We design, manufacture, and ship a variety of products – mainly wall décor and lamps. And we are constantly finding new ways to expand on our talents and capabilities, most recently in the ECommerce realm. This video that we've recently created is a great snapshot at where we've been, as well as where we're going: [Designs Direct - What can we create for you today?](#)

But what you're probably thinking is "***What is it really like working there? Would I be a good fit?***"

Company culture is huge here at DD! We think of ourselves as one big team, where everyone's unique strengths and contributions play a key role in our successes. As a team, we're really proud of the atmosphere that we've created at the office, where thinking outside of the box is encouraged, and where everyone's input is highly valued. We have a flattened hierarchy that allows each person to take ownership of their work and to grow without limits. This personal development is an area that we actively work on, and since the company is constantly growing, there are endless opportunities for anyone to take on new roles and responsibilities.



Company culture is something that we take with us outside of the office as well. We enjoy working together *and* playing together, and we're always looking for a new success to celebrate as a team! Just a few of these "celebrations" include our annual bus trip down to Keeneland in the fall, plus sand volleyball on summer nights, not to mention some pretty epic Halloween and Christmas parties. We also take pride in our community, and we have a lot of fun participating in local MainStrasse festivals and community clean-ups.

CAREER OPPORTUNITY: MERCHANDISING ADMINISTRATOR



Next steps

If you think you are a great fit for this position, we'd love to meet you! Please send your resume and cover letter to:

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We look forward to hearing from you!