

Professional Visual Merchandiser Job Description

Responsibilities

- 1. Work with Visual Director, Store Manager, and Regional Manager to assist with creating floor plans and implement changes consistent with the store's customer demands, and product focus.**
- 2. Coordinates, designs, and displays all store merchandise to aid in generating and promoting the sale of furniture and accessories.**
- 3. Maintain and improve the store interior and exterior appearance, audio/visual impact, lighting, and tagging.**
- 4. Re-merchandise displays, point of sale, and select areas of the store regularly to maximize product sell through.**
- 5. Manage product flow and inventory levels of furniture and accessories.**
- 6. Conduct the receiving process of home accents according to policies and procedures.**
- 7. Mentor store staff on merchandising basics as it relates to home accents and merchandise principles and concepts.**
- 8. Involve store staff in the visual maintenance of the store.**
- 9. Contribute to and clearly communicate the company's vision, mission, values, and strategy of the HomeStore.**
- 10. Assist in receiving, placement, and application of protective measures (felt pads) for all home accents.**
- 11. Adhere to all Visual Merchandising direction sent out by the Visual Director**
- 12. Identify regional programs for community awareness, sponsorship, and support.**
- 13. Maintain reliable attendance and adhere to work schedule.**
- 14. Actively participate in departmental meetings, training, and education. Assist with training other employees and providing backup.**
- 15. Develop and analyze assigned report.**
- 16. Complete other assignments and special projects as requested.**
- 17. Maintain an organized accessory stock room and an updated records/administrative system.**
- 18. Assist customers in the showroom with space planning, layout, color schemes, and utilization of home furnishings.**
- 19. Analyze the seasonal trends and adjust merchandise on the showroom accordingly.**
- 20. Define and comply with design, merchandising, and home accents departmental standards.**
- 21. Direct display and up keep of all accessory items.**
- 22. Ensuring day-to-day maintenance tasks are completed.**
- 23. Contribute to and clearly communicate the vision, mission, values, and strategy of the HomeStore.**
- 24. Exhibit, teach, and inspect a customer service focused culture.**
- 25. Provide various reports when requesting merchandise.**
- 26. Attend all necessary management meetings.**
- 27. Communicate company visual standards to house keeping.**
- 28. Maintain the showrooms' visual integrity.**
- 29. Perform the required administrative activities needed to generate home accent sales.**

- 30. Obtain responsibility of all assigned reports.**
- 31. Educated staff members of merchandising and design techniques.**
- 32. Maintain a well-organized and up-to-date work environment.**

Mental Effort

- **Work is performed under strong demands in a fast-paced environment**
- **Generates suggestions to improve processes**
- **Create, interpret, and analyze Continuous Improvement tools**
- **Manage multiple tasks simultaneously**
- **Displays empathy, understanding, and patience with employees and external customers**

Physical Requirements

- **Sits at desks as needed in order to use computer and phone**
- **Continuous use of hands to layout materials, operate keyboard, phone, and to use office equipment**
- **Frequent stands and walks/moves to different locations as needed**
- **Frequent bending and stooping**
- **Frequent lifting/maneuvering up to 50 lbs**

Working Conditions

- **Warehouse/Showroom floor/Office environment**
- **Flexible and willing to work extended hours when necessary**