

Job Posting

Date: September 2008
Position: Merchandise Manager, Junior's Bottoms
Division: Juniors Division
Reports to: VP of Merchandising and Design, Juniors
Location: Seattle, WA

POSITION PURPOSE:

Responsible for merchandising and production activities for Juniors Bottoms categories.

Major Responsibilities:

1. Responsible for managing the merchandise and design timing calendars, seasonal line plans, product pricing, initial gross margins, and inventory.
2. Responsible for the direction of the Junior's Bottoms category, in partnership with the VP of Merchandising and Design and Head Designer. Partner and coordinate with Design regarding overall concept/product development: fit, color direction, artwork, fabric sourcing and selection, and packaging.
3. Create a final line plan for Bottoms seasonally to present to Design, the VP of Merchandising and Design, and the Division President, prior to product development. Partner with Design in regard to the line plan, i.e. fabric selection, silhouette selection, washing standards, piece goods pricing, and timing.
4. Research, communicate and gather target market information regarding trends, reactions, comments, and needs; identify opportunities and facilitate trend to market. Provide Design team with market analysis & sales feedback.
5. Shop domestic markets to better understand competition, pricing, sourcing options, and trends.
6. Travel as required.
7. Prepare for sales meetings and line releases seasonally to include samples on time, acceptable initial gross margins, cut-off dates, and timing of delivery. Educate Sales Teams in partnership with Sales Manager and Head Designer on new line and concepts.
8. Work with management team to analyze and proactively respond to sales and overall business conditions.
9. Monitor design, merchandising and sample budgets for Junior's Bottoms classifications. Audit monthly financial statements and research any discrepancies.
10. Responsible for finalizing fabric development and insuring that fabric meets the price points. Obtain fabric pricing and book sample fabric.
11. Merchandise outfit images for Corporate and Division photo/video advertising needs.
12. Train, develop and manage a skilled, stable team in merchandising & production. Provide superior leadership, training and development of staff. Facilitate performance review counseling as required.
13. Plan production capacity and production calendars. Work with Sales and Management to allocate production by fabric and style. Manage purchases in relation to sales, minimizing inventory and keeping to planned deliveries and gross margin.
14. Oversee and manage on-time delivery for season contracts. Resolve production issues as required. Elevate high level production issues to Division President and Sales.
15. Maintain and address corporate quality control standards. Review receipts and follow up on any claims.
16. Prepare for each new season's sales meeting and market releases and present the Junior's Bottoms product category to Sales during sales meetings. Manage the costing, computer set-up, and linesheets for accuracy.
17. Coordinate with Customer Service, agents, and warehouse issues related to customer compliance and other special needs.
18. Participate in fabric and line development. Provide and maintain costing and fabric details. Keep sample line list updated.

19. Participate in design production fittings to insure corrections reflect what is being sold.
20. Communicate with Sales regarding property marks, deliveries, special needs and handling, and line updates.
21. Monitor on-time initial sales samples.
22. Other duties and special projects as assigned.

Qualifications Required:

1. Strong understanding of product development regarding fabric, color and style for denim and woven bottoms **REQUIRED; experience in Junior's market HIGHLY PREFERRED.**
2. Minimum of seven years wholesale merchandising/ production experience.
3. Proven ability to manage and build profitable production for a division.
4. Ability to understand and research current and future market trends for the Junior's market, specifically for Bottoms category.
5. College degree in Business, Clothing or Textiles or equivalent work experience.
6. Supervisory experience preferred.
7. Strong communication, interpersonal, and organizational skills.
8. Ability to organize and maintain merchandising/production department systems.
9. Good understanding of P&L and ability to assist in budget management.
10. PC proficiency with computers to include Microsoft Word, Excel, and E-mail.
11. Ability to travel to international and domestic markets.