



ASSISTANT MERCHANDISER – MEN'S GRAPHICS

Department: Merchandising

Reports To: Merchandiser – Men's Graphics

Position Responsibilities:

The Assistant Merchant is responsible for providing organization support to their merchandising team and partnering with their Merchandiser on the running of day-to-day business.

- **Leadership Skills**
 - Ensure all information and samples are set up and organized for easy access by all team members
 - Maintain on order tracking and follow-up, PO sample tracking and daily reporting
 - Possess knowledge of overall department to be able to provide team members
- **Know the Customer**
 - Run selling reports and analyze to identify best and slow sellers; Review with team to determine how information should be interpreted and reacted to
 - Visit stores and shop competitors to understand promotional strategies and customer base
- **Financial**
 - Develop an understanding of weekly reports and source of statistical data
 - Work to increase knowledge by combining reports and formulating conclusions
 - Introduction to understanding the Unit Q
- **Cross-Functional Partnership**
 - Develop relationships with cross-functional team members (Design, Production & Allocation, etc.)
 - Understand the different roles of the cross-functional team and how they relate to the Merchandising role
 - Work with Planning and Allocation to oversee the PO process
 - Take detailed notes during line reviews with Design; Follow thru on any outstanding issues
 - Partner with Production to update and monitor on-order and shipping reports; Surface any potential issues to supervisor

Position Requirements:

- 1-2 years applicable experience and/or relevant internship experience
- Organizational skills
- Detail oriented
- Communication skills
- Time management skills
- Interpersonal skills
- Ability to multi task
- Computer proficient
- Basic understanding of retail math

We offer a competitive salary and a comprehensive benefit package that includes outstanding bonus potential, a casual work environment, a generous merchandise discount and realistic growth potential. Aéropostale, Inc. is an equal opportunity employer, M/F