

[Return to Job List](#)

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**BASIC FUNCTION:** This role serves to provide the Vice President of Merchandising with support in various aspects of managing the Hickory Chair and Pearson brands. The ideal candidate for this role is one that has a firm understanding of our business operations and processes. This candidate would be the primary point of contact for all merchandising and brand related issues.

### Job Requirements:

- Reporting to the Vice President - Merchandising, this role would serve as the primary point-of-contact for all administrative functions in support the Hickory Chair and Pearson brands.

#### *Merchandising / Product Development*

- Product Development Meetings
  - Attend all product development meetings
  - Compile critical information from meetings and assist in follow up procedure
  - Assist in maintaining master files
  - Fabric Price Lists
    - Wholesale and Reference
- Item Setup & Maintenance
  - Assist Engineering in new item setup
  - Ensure pricing is loaded to SAP on new product in advance of each market
  - Produce market fabric booklet with all new fabrics for internal use
  - Notify engineering of any dropped items as they occur
  - Set up new fabrics with all specifications
  - Assist in fabric grading for approval by VP-Merchandising
- Tracker Maintenance
  - Collaborate with High Point Showroom Manager to maintain the master product document (Market Tracker)
- Showroom Inventory
  - Responsible for tracking and maintaining an ongoing inventory of product located at the High Point showrooms along with Showroom Manager
  - Supply updates to the financial team on request
  - Supply licensed designers with starting inventory for upcoming market

#### *Marketing*

- Responsible for creating all price lists for both brands
  - Product Price Lists
    - Wholesale and Reference (Each have multiple tiers)
- Responsible in conjunction with Marketing for keeping website content current
  - Collect information from CSR's, Reps and Customers
  - Manage content and data feeds for public web sites, such as posting new products, pulling down discontinued products, and edit existing content such as dimensions, collection, standard and optional information on web sites
- Responsible for maintaining files in Homebase
  - Ensure Homebase files are up-to-date

- Post new files as created
- Remove outdated information
- Provide second-level support for image library and certain Homebase features
- CMS (Content Management)
  - Process all digital photography through CMS tool
  - Link all product photography to items within the CMS for public web site and image library usage
- Use Adobe Creative Suite to assist in the creation of point of sale and training materials
- Assist with HCC University planning, execution and clean up.
- Other duties as assigned

#### *General Administrative*

- Communicate with dealer base, sales force and internally regarding product updates, drops, critical information
  - Collect all pertinent information from inside and outside sources
  - Compile comprehensive lists to disseminate to dealer base and sales force as well as internally

#### *Market*

- To support and assist the VP-Merchandising, this candidate must be available for various trade shows throughout the year, to include, but not be limited to; High Point trade show (Approx. 10 days each in April and October for High Point)

#### **Market Responsibilities:**

- Prepare sales deck for sales associates
- Prepare walk through document for rep use
- Prepare sales reports such as best sellers, fabric-to-frame reports etc. for rep use
- Prepare all merchandise tags
- Tag all furniture

#### *Education/Skill Requirements*

- Bachelor's Degree or commensurate work experience required
- Skilled in Microsoft Office Suite software with a high degree of knowledge of Excel
- Excellent customer service, communication, and organization skills
- Strong independent work ethic
- Strong analytical and decision-making skills
- Strong attention to detail and accuracy skills
- Ability to work closely and effectively with senior management and department heads, along with support personnel throughout the organization

#### *Travel*

- Trade Show attendance
- Periodic trips to the High Point showrooms