

## **Merchandise Associate**

**Town Shoes Limited**

### **About the Company**

There's no place like Town! We have the hottest brands, teams who love shoes & fashion, unlimited career opportunities.

Town Shoes Limited has been part of the Canadian retail landscape for over 60 years! We are a fashion footwear retailer with 200+ retail locations across five banners. Our people make the difference at Town Shoes! We are a diverse group of energetic, passionate and innovative footwear enthusiasts delivering epic customer service. It's more fun at Town!

### **Major Responsibilities**

- Inputs, communicates and tracks purchase orders
- Set up new SKUs and performing SKU maintenance.
- Orders, coordinates the receipt and tracking of samples
- Provides support to the Merchandise Allocator/Replenisher functions as required
- Provides administrative support for the Merchandise Planner, and Buyer.
- Perform high volume of data entry for: Advertising submissions, ad changes, Purchase Orders, Endcaps, Sidecaps, markdowns and advertising
- Communicate with Vendors on behalf of the Buyer; requesting samples and copy for advertising from Vendor
- Respond to and follow up on requests from Stores and other Departments
- Performing all clerical functions as required: filing, meeting set up, courier.

### **Qualifications**

- MS Office
- Ability to multi-task, problem solve and prioritize in a fast paced environment.
- Superior communication and organizational skills
- Provide efficient, professional customer service
- 1-2 years working in a retail environment





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**Job Type:** Contract

**Job Location:** CA-ON-Toronto

Apply at <http://www.townshoeslimitedcareers.com/career-opportunities/>

