



Arctic Co-operatives  
Limited

## Position Description

<b>Position:</b>	<b>Merchandising Coordinator</b>
<b>Department:</b>	<b>Merchandising Services</b>
<b>Division:</b>	<b>Merchandising &amp; Logistics Division</b>
<b>Reporting To:</b>	<b>Merchandising Services Department Manager</b>

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### **Position Summary:**

Reporting to the Merchandising Services Department Manager and as part of the Merchandising & Logistics Team, the Merchandising Coordinator is responsible for the development and management of procurement and marketing programs, within assigned categories, to maximize sales and margins of the Co-op System and ACL businesses.

As a member of the Merchandising Services Team and as a member of the broader organizational team, this position is instrumental in the delivery of continuous improvement efforts toward achieving and maintaining organization sales and service excellence.

### **Duties & Responsibilities:**

- Accountable for the overall success of assigned categories with a keen, competitive understanding of what is required to meet today's needs and the future needs of the Member Co-ops and ACL businesses.
- Achieve the budgeted margins and targeted sales through detailed planning and implementation of profitable sales plans within assigned categories.
- Coordinate program and service development, documentation, communication, execution and systematic revisions within assigned categories.
- Responsible for providing complete documentation and timely updates of user friendly information and procedures on all programs and services to necessary stakeholders.
- Ensure documentation for assigned categories is continually monitored, analyzed, reviewed and updated for accuracy and solicit feedback from Stakeholders to determine effectiveness, modify if necessary.
- Establish measurement indicators to determine the success of all programs and provide consistent feedback to stakeholders.
- Within assigned categories, develop, refine and implement the CASM program to meet the evolving needs of Member Co-ops and ACL Businesses.



- Key stakeholder in the System's Central Advertising Program, actively contribute and recommend competitive prices at acceptable margins on all programs and promotions.
- Establish and maintain effective supplier relationships and negotiate service and supply programs, within assigned categories, to generate the best product selection, volume pricing, discounts, service and value to best meet the needs of Member Co-ops and ACL Businesses.
- Recommend merchandise assortments, within assigned categories, with attention to competitor's strengths, market trends and analysis and an ongoing understanding of the markets that we service.
- Assist Co-op Operations in developing and maintaining store layout plans and resets relating to assigned categories.
- Responsible for the annual co-ordination of resupply for assigned categories. Continually review the processes and guidelines to ensure that an efficient process exists for users and best practices are adopted.
- Provide ongoing operational support for resupply to local Co-ops and ACL Businesses within assigned categories including the review of orders to ensure the most appropriate product selection and quality of products are order based on the Co-op system supply strategies and local Co-op financial resources and physical assets.
- By working directly with vendors in assigned categories, contribute to continuous improvement of the value of the ACL tradeshow for Member Co-ops and ACL Businesses. Ensures products demonstrated are current, relevant and appropriate to the market serviced.
- Work closely with all Arctic Co-op support staff in other departments and divisions to ensure full participation of all stakeholders in the quality delivery of customer service to Member Co-ops and ACL businesses.
- Within a team environment, provide direction and training to department staff.
- Cross train in other areas of the department/division for vacation coverage and other absences.
- Deliver orientation to new managers and staff of the Arctic Co-op system.
- Other duties as assigned.

### **Qualifications Required:**

- Retail experience with demonstrated ability to provide competitive assortments and pricing that will return acceptable margins on all programs and promotions
- Background and experience with purchasing with 5 years experience in retail and/or wholesale merchandising environment
- Advanced use of PC applications including Microsoft Office software experience
- Excellent negotiation and communication skills ( both verbal and written)
- Excellent problem solving and analytical skills
- Strong time management, organizational and administrative skills
- A commitment to customer service and product quality
- Ability to make a positive contribution within a team environment
- Proven ability to work in a cross-cultural setting
- Post secondary education in business related program or equivalent
- Experience in remote northern communities is a definite asset
- Ability to travel as required