1. Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
2. Maintained strong vendor connections, including arranging pricing and delivery structures and managing specific shipment or paperwork concerns.
3. Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
4. Evaluated supplies and product inventory to check for quality and quantity issues and returned unacceptable materials to vendors to obtain replacements or refunds.
5. Kept all documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
6. Assembled promotional displays, including quarter and full-size point of purchase displays.
7. Supplied daily support to buyer and assistant buyer.
8. Merchandised new stock to appeal to customers, grab attention and drive sales.
9. Inspected merchandise for quality and arranged proper display location on floor.
10. Completed seasonal windows, dressed mannequins and arranged in-store displays to showcase available products.
11. Rotated manufacturer products as needed.
12. Worked with managers and advertising directors to optimize promotions.
13. Unloaded arriving product stock and moved to store display areas.
14. Led merchandise selection, pricing, planning and marketing.
15. Updated pricing and signage to complete product displays and educate customers.
16. Checked packages and merchandise for damage and quickly notified vendors to request replacements.
17. Answered questions about store policies and concerns to support positive customer experiences.
18. Prepared interesting and innovative visual displays to grab customer interest and promote sales.
19. Calculated correct order totals, updated accounts and maintained detailed records for inventory management.
20. Maintained customer satisfaction while handling [Type] product returns quickly and professionally.