

FORMAN MILLS

POSITION DESCRIPTION

POSITION: **DIVISIONAL MERCHANDISE MANAGER - LADIES**

REPORTS TO: **PRESIDENT**

SUMMARY:

Reporting to the President, this position develops Sales, Inventory and Profit Plans for the Ladies Merchandising divisions. The Divisional Merchandise Manager provides the leadership, training and vision required to execute the Company's merchandise philosophy and achieve sales goals.

RESPONSIBILITIES:

- * Areas of responsibility include: Ladies (Junior, Missy, Plus) Division.
- Directs the Ladies buying organization to help the company optimize sales and profit. Responsible for sales, gross margins and inventory levels.
- Leads the Ladies merchandising organization in establishing Merchandise Plans and Controls. Responsible for forecasting, development, planning and analysis of the overall strategic plan relative to sales inventory levels and gross margin.
- Provides direction to the Buyers in the development of the merchandise mix, negotiating terms, selection and development of sources of supply.
- Monitors and stays informed of market trends and consumer buying trends in order to direct Buyers, inform Senior Management, and respond appropriately to new opportunities.
- Interacts on an ongoing basis with Finance, Store Operations, Distribution Center, and all administrative departments.
- Plans and implements advertising and major promotions. Provides point of purchase information.
- Assists Buyers and Store Operations to provide direction in merchandise presentation and space allotment. Schedules periodic store visits by Buyers.
- Responsible for training and developing the Buyers and support staff.
- Responsible for scheduling and conducting regular staff meetings to exchange information, provide direction, and enhance communications within the Buying Staff.
- Assists with the Buying functions for Ladies categories.
- Prepares and conducts performance reviews and recommends salary increases. Interviews and makes hiring recommendations.

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DIVISIONAL MERCHANDISE MANAGER - Ladies

CORE COMPETENCIES:

Aggressive Business Getter
Team Builder
Trainer

Good Communicator/Listener
Innovator
Fashion Vision

QUALIFICATIONS:

- Strong Off-Price Background in sportswear, active wear and casual wear; Ladies, Junior, Missy and Plus.
- Major Brand Name Vendor Contacts, moderate and budget market.
- Strong Negotiating skills.
- Organized, Analytical, experienced with Open To Buy, Systems Literate.
- Strong Merchandise Planning skills.
- Previous Buyer/Merchandise Manager experience in a fast paced, high volume retail environment.
- College Degree
- Excellent interpersonal and communication skills
- PC literate, proficient in Excel
- STS Systems knowledge (a plus)