

DATE POSTED: April 23, 2019
CLOSING DATE: May 06, 2019 – 5:00 P.M.

**EXPLORE
YOUR
WORLD**



Job Announcement

The following full-time position is available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an IT&E employment application form to the Human Resource Office no later than the posted closing date above.

JOB TITLE: MERCHANDISING ASSISTANT
DEPARTMENT: MARKETING
LOCATION: GUAM
SALARY LEVEL: 2
STARTING SALARY: \$10.99 PER HOUR (negotiable based on experience)
FLSA STATUS: NON-EXEMPT
JOB POSTING #: #7023/#G-41-2019-04

Job Summary:

The Merchandising Assistant assists the Merchandising Coordinator, in preparing and installing merchandising materials such as posters, flyers, billboards and booths for special sales/marketing events. The Merchandising Assistant will install and maintain display merchandise in the satellite offices and retail outlets, prepare merchandizing reports and other administrative requirements, maintain and manage merchandising inventory, and assist in the operation of all special events, ensuring the timely submission of Company administrative requirements and maintaining administrative files and records. The Employee is expected to carry assignments through to completion with necessary guidance and supervision

Essential Duties and Responsibilities:

The Employee will:

1. Know and uphold the established corporate Mission, policies and procedures, relevant provisions of the union agreement, Corporate and Office objectives, quality assurance and safety programs and standards.
2. Assist the Merchandising Coordinator in accomplishing the operational and administrative tasks and responsibilities required of the division.

3. Install merchandising materials, such as posters, flyers, billboards and other product advertising items, in all Satellite Offices and Retail Outlets.
4. Monitor the Satellite Offices and Retail Outlets and install and replace display phones and other products.
5. Prepare the daily Merchandising Report for the Merchandising Coordinator's review and approval.
6. Manage the set-up and break-down of booths and displays at all Company events.
7. Maintain and manage the inventory of all Merchandising-held product items and supplies and equipment used at Company merchandising events and ensuring the availability of inventory items at all times.
8. Prepare printed merchandising materials for placement in the Satellite Offices and Retail Outlets and for use at Company events and special sales.
9. Attend and participate in training activities, as assigned.
10. Perform other related duties or tasks as assigned or required.

Minimum Qualification Requirements:

Education: Graduation from High School or successful completion of the GED program

Work Experience: Two years of progressive experience in visual advertising or marketing

Licensure/Certification/Professional Association:

Driver's License Required

Special Knowledge, Skills and Abilities:

1. Knowledge of:
 - a. Basic principles and practices of product advertising and marketing
 - b. Administrative procedures and systems such as computer operations, managing files and records, designing forms and other office procedures and terminology
 - c. Basic tenets of good customer service skills
2. Skill in:
 - a. Managing one's own time
 - b. Creative and innovative design
 - c. Analyzing performance results to determine methods of improving service
 - d. Preparing written reports, inventories, statistics and analyses
 - e. Use of personal computer hardware and Microsoft software programs to include MS Excel, Access, MS Outlook and Word

3. Ability to:

- a. Communicate clearly, concisely and accurately with all levels of Company employees and customers, both verbally and in writing
- b. Learn, maintain and advance usage skills in the job-specific aspects of various computer hardware and software
- c. Make logical and sound decisions in working with other employees and clients and performing progressively complex merchandising tasks
- d. Work as needed with unpredictable and irregular hours and schedules in working with Company events
- e. Perform in a self-directed, hard-working, creative and forward thinking manner

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy or disability or genetic information.

IT&E is a Drug Free Workplace