



ASSISTANT CATEGORY MERCHANT

POSITION SUMMARY

The primary function of this position is to support the activities of the Category Merchant for one or more Product Categories. This includes the development, implementation, cost negotiation, and management of assigned product categories. This will also include working with the Sales Group (Distribution & Direct), Marketing, Finance/Accounting, and members of the Purchasing & Replenishment department to maintain vendor programs, costs, SKU's with the characteristics required to establish and/or maintain a leading position in each market served. This will be accomplished by establishing category/product expertise, gathering information, conducting line reviews, finalizing product assortments by Distribution Center, and negotiating assigned programs with current vendors. This position will coordinate and facilitate the support and information required from all other departments as needed to execute cross functional projects requested by and for the Category Merchant or Cameron Ashley's suppliers.

ESSENTIAL FUNCTIONS

- Assist with the development and management of vendor relationships for assigned product categories to support Cameron Ashley's business models
- Negotiate with suppliers for costs and programs that optimize sales and profitability while aligning to company strategies. This includes, but is not limited to, meeting with suppliers to negotiate terms, pricing, promotional support, and program rebates.
- Assist with communication between Cameron Ashley's sales organizations and the supplier communities, both nationally and locally.
- Assist in maintaining the appropriate inventory SKU selection and stocking levels
- Monitor and coordinate program course corrections, as directed by the Category Merchant. This will include but is not limited to reacting quickly to market trends and assessing and reporting on new product opportunities
- Effectively execute/assist with all processes related to maintaining programs and vendor relationships. This includes but is not limited to price change notification, product change announcements, reporting from and to vendors, vendor set-up, and program change requests.
- Assist with developing and implementing inventory management objectives and monitoring results.

QUALIFICATIONS / REQUIREMENTS

- 1 – 3 years of experience (Building material industry experience preferred but not required)
- Strong negotiating and relationship management skills
- Strong communication skills
- The ability to work in a team environment
- Well organized and results oriented
- Ability to multi-task and prioritize is needed
- An understanding for and the ability to manage ROI and other KPIs responsibly
- Knowledge and the ability to work with MS Office – Word, Power Point, and Excel.
- High proficiency in Excel
- Experience in NxTrend or similar procurement or ERP systems preferred
- Willingness to travel, up to 15%
- A valid driver's license