

POSITION DESCRIPTION

TITLE: Assistant Merchant - PriceSmart, Inc.

DEPARTMENT: Merchandising- San Diego (Foods)

REPORTS TO: Merchant / Sr. Asst Merchant

SUPERVISES:

EMPLOYMENT STATUS: Full Time, Exempt, Regular (Salaried)

KEY INTERACTIONS: U.S. Vendors, In-Country Vendors, Accounting, Distribution, Operations

MAIN PURPOSE OF THE POSITION

To place merchandise orders with manufacturers and maintain an in-stock position on all active items while eliminating overstocks.

PRINCIPAL RESPONSIBILITIES

- Integrate PriceSmart philosophy and the Six Rights of Merchandising into the daily operation
- Manage flow of paperwork with EDP, warehouses and Accounting.
- Maintain correct vendor and item data in the AS400 system and update as necessary
- Investigate new ways to purchase merchandise cost effectively.
- Confirm pricing on all orders when placed.
- Communicate with Buyer on problem vendors and items.
- Review warehouse operations with key warehouse and Buying staff.
- Awareness of seasonal trends and react accordingly.
- Maintain a professional relationship with all vendors and company personnel.
- Manage offsite storage inventories.
- Maintain in-depth knowledge of merchandise within responsible categories.
- Ongoing research for the most effective ways of distribution of merchandise to warehouses.
- Continuous review of merchandise categories and proposal of any necessary changes.

REQUIRED SKILLS

- 1 year assistant buying experience or 6 months with BA/BS degree
- Excellent verbal and written communication skills.
- Ability to work with others in a team environment.
- Motivated to learn items, product categories and international logistics.
- Able to take direction and accomplish tasks with minimum supervision, accurately and meeting deadlines.
- Experience with AS/400, Strong Word & Excel skills required
- Strong Math Skills
- Travel required.
- Honesty / Integrity / Fairness / Talent&Passion / Entrepreneurialism / Teamwork & Communication / Accountability to Mission.
- Organized
- Attention to Detail
- Strong Follow-up skills
- Works well under pressure
- Adaptable in a change oriented environment
- Bilingual Spanish/English fluency REQUIRED.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this position. An incumbent must be able to perform all of the essential duties outlined above.

This position description does not state or imply that the above are the only duties and responsibilities assigned to this position. An employee holding this position will be required to perform any other position-related duties as requested by management.

CANDIDATE SIGNATURE

I have reviewed the above position description. I am able to perform all of the principal duties and have the necessary knowledge, skills and abilities for this position. I understand that this position description does not create an employment contract and that I would be employed by PriceSmart, Inc. on an at-will basis¹.

Candidate Signature

Candidate Name (Printed)

Date

¹PriceSmart, Inc. is an at will employer and as such makes no contract for employment. This at will employment relationship may only be altered by the President of PriceSmart, Inc. in writing.

**Qualified Candidates, please submit your resume with cover letter and salary requirements.
Please reference the position title in all correspondence.**

**Human Resources
PriceSmart, Inc.
9740 SCRANTON ROAD
San Diego, CA 92121**

FAX: 858-404-8818

INTERNAL APPLICANTS, PLEASE SEE Lauri Miville IN HUMAN RESOURCES