

## Position Description

### I. Identification

<b>Title:</b> Director of Front-End Procurement and Merchandising	<b>Reports To:</b> Senior Vice President of Procurement and Merchandising
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### II. Summary

This position is accountable for all procurement and merchandising activities at the store front-end. Responsibilities include determining which categories and items should be merchandised at the front-end, design and procurement of front-end racks, allocation of space on the front-end checkout racks, developing and maintaining the front-end rack plan for all stores, planning and execution of all display and promotion at the front-end and coordination of front-end coverage.

### III. Principal Accountabilities

- Complete the merchandising layout for the front-end of all stores in a manner that meets organization strategy and facilitates ease of shopping for consumers, including the number and type of racks that are on the front-end (standard rack, beverage coolers, etc.)
- Complete the annual process of analyzing front end sales results to determine sales and profit contribution by category
- Meet with the appropriate vendors and third parties to receive input into the front-end merchandising process
- Determine the categories that are to be merchandised at the front end based on the results of the annual sales and profit analysis, additional outside input and research, consumer wants and needs and organization strategy
- Assign space to all front-end categories and items to maximize inventory turns and optimize inventory levels
- Develop and maintain front-end schematics
- Work with rack manufacturers to review and finalize front-end rack design, select a rack manufacturer and negotiate quality, cost, terms and delivery schedules
- Schedule and execute re-racking of all front-ends as needed
- Negotiate and coordinate the collection of placement allowances for products carried on the front-end
- Supervise, either directly or thorough direct reports, the merchandising of the front-ends in all stores during initial construction and following re-models and re-merchandisings

- Develop retail coverage plans with appropriate manufacturers and third party service providers, and monitor compliance to ensure in-store conditions are maintained at established standards
- Work with operations to develop plans that ensure merchandising standards are maintained at the front-end
- Meet with vendors as needed to review, evaluate and make decisions on relevant programs and new item introductions
- Execute all procurement and merchandising activities for the battery and film/photo finishing categories, which will be the sole responsibility of the Front-End Director
- Develop and execute promotion and display programs for the front-end through discussions and negotiations with vendors, including the placement of all temporary displays, such as clip strips and dump bins

**IV. Decision Making Authority**

Decisions	Recommendations
<ul style="list-style-type: none"> <li>▪ Front-end rack layout</li> <li>▪ Categories and items merchandised at the Front-end</li> <li>▪ Space allocation at the front-end</li> <li>▪ Front-end promotions and displays</li> <li>▪ Front-end rack design</li> <li>▪ Selection of rack manufacturer</li> <li>▪ All procurement and merchandising for the battery and film/photo finishing categories</li> </ul>	<ul style="list-style-type: none"> <li>▪ Operations labor assigned to front-end</li> </ul>

**V. Knowledge And Skills**

- Knowledge of overall organization strategy and the role of merchandising in achieving strategic goals
- Knowledge of role and strategy for the front-end
- Ability to perform all merchandising and procurement activities
- Ability to manage category managers through the front-end merchandising processes on a dotted line reporting relationship
- Ability to manage trade offs when making merchandising decisions
- Excellent communication skills, both written and verbal
- Analytical skills, technical skills and computer literacy competency
- Ability to sell ideas, concepts and programs to senior level management
- Ability to understand financial concepts and measures
- Ability to enhance supplier relationships through the negotiation process



- Ability to provide leadership to third-party vendor and broker team members to achieve merchandising objectives through planning, execution, motivation, measurement, communication.

**VI. Functional Competencies**

- People management/well developed interpersonal skills
- Budget management
- Business problem solving and opportunity identification
- Cross-divisional and category integration
- Vendor and Broker Management
- Sales Negotiation

**VII. Education/Experience**

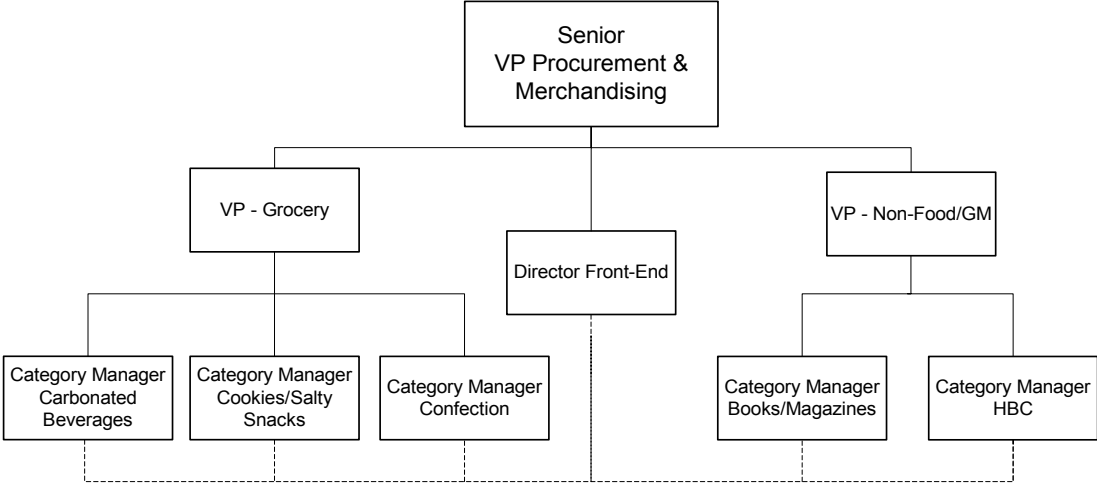
- Four year degree preferred
- Eight to ten years merchandising, buying and/or operation experience

**VIII. Travel Requirements**

- Ability to travel by car and/or airplane up to 50% of the time



**IX. People Management / Reporting Structure**



**For more information contact:  
Bill Dusek or Ray Jones at 847-559-0490**

