

## HPM Building Supply

### Job Description

**Job title:** Assistant Buyer/Retail Merchandiser

**FLSA:** Non-exempt

**Reports to:** Purchasing Manager - Hardlines

**Location:** Maui island – float 4 stores

**Department:** Purchasing

**Last Updated:** 1/19/2022

**Job Summary:** The Assistant Buyer/Retail Merchandiser is responsible for branch replenishment, item maintenance, and maintaining merchandising standards. This individual ensures strong financial performance of assigned categories and that HPM's products are presented in our stores in ways that are attractive to customers and maximize sales and profitability for our company.

#### Essential Functions

- Achieve annual financial and productivity goals such as inventory turns and Gross Margin Return on Investment (GMROI).
- Product Procurement:
  - Analyze sales trends, inventory levels and forecasts of assigned categories by branch.
  - Work with vendors and buying team to reduce costs and maximize margin through strategic buying.
- Inventory Management:
  - Achieve appropriate in-stock levels based upon the velocity of products for assigned categories.
  - Review suggested orders regularly, place purchase orders and adjust SKU-level settings to maximize branch in-stock positions.
  - Work with store management and staff to down-stock product to make available for customer purchase.
  - Direct regular counts of empty peg hooks and product homes and ensure quantities recorded in internal systems are accurate to actual on-hands quantities.
  - Be a liaison to buying team, making sure they are aware of all product inventory issues to minimize future outs. Relay new product suggestions from staff and customers.
  - Assist with inventory cycle counts and wall-to-wall inventory counts as needed.
- Coordinate and execute in-store merchandising:
  - Set product to established plan-o-grams or create custom product displays when needed to company merchandising standards. Cut-in new items and remove discontinued product from sets as necessary.
  - Ensure all displays, signage and sales aids are current and in good condition.
  - Work with the Marketing Division and Product Services Division (PSD) to maximize impact of sales and promotions. Plan and coordinate use of endcaps, side stacks power panels, store fronts and other merchandising tools to support new products and advertised promotions.
  - Assist with the coordination and execution of vendor-driven resets.

- Ensure pricing accuracy: Work with local store management and staff to ensure all price changes and relabeling are done on time.
- Build and maintain collaborative partnerships with store staff and management, PSD, Marketing and Program Managers:
  - Work weekly in person in each assigned store
  - Facilitate clear and regular communication with internal support groups as needed
- Support HPM's mission, vision and values in all tasks, projects and actions.
- Other projects and responsibilities may be added at the company's discretion.

### **Job Requirements and Qualifications**

**Education and Training Requirements:** High School diploma required; Bachelor's degree in business, marketing, communication, or related discipline preferred.

**Experience Requirements:** Minimum three-years' retail experience with hands-on involvement with product merchandising, marketing, purchasing preferred.

### **Knowledge and Ability Requirements:**

- Must be proficient in Microsoft Word, Excel and Outlook, have the ability to master HPM's enterprise planning tool (BisTrack), and be able to create reports and analyze results.
- Must be solution oriented, self-directed, creative, and adaptable with the ability to execute tasks on schedule.
- Must exemplify accountability, display leadership qualities to deliver a positive public image.
- Must have excellent interpersonal skills and demonstrated ability to communicate clearly, verbally and in writing.
- Must be able to lift 50 pounds and stand on feet for up to 8 hours with or without a reasonable accommodation.

### **Other Information**

- May require evening and weekend work, and overnight travel within Hawaii.
- Must possess a valid driver's license and access to a personal vehicle for regular on-island travel between Miyake-HPM's Maui locations.

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**Owner Signature**

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**Manager Signature**

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**Owner Name (please print)**

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**Manager Name (please print)**

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**Date**

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**Date**

*Note: We use the term "owner" instead of employee since we are 100% employee owned*