



Bay Area Beverage

TITLE:	Merchandiser (Part-time)
DEPARTMENT:	Sales
REPORTS TO:	Merchandising Manager
LOCATION:	Alameda and Contra Costa Counties, CA
BENEFITS:	Yes
STATUS:	Part-time, Non-exempt
SCHEDULE:	Varies (20-25 hours/week)

About this role

This entry-level job is a great opportunity for you to learn about the beverage industry from the ground up. At Bay Area Beverage, Merchandising is your first step to an eventual career as a class a Delivery Driver or a role in our Sales team. Our Next One Member Up! Program is designed to help you acquire the knowledge, skills and abilities to become a licensed class a Delivery Driver or a Sales Representative.

All training and development in our program is provided at no cost to you. The only prerequisites are that you:

- Know that Merchandising is a temporary position, usually one – two years in duration
- Be the best merchandiser you can be!
- Have a career track in mind when you join our team, or
- Learn as much as you can about delivery and sales on the job, you will be exposed to both
- functions every day so that when your turn comes, you'll be ready!

Position summary

As a Bay Area Beverage Merchandiser you are primarily responsible for stocking and displaying merchandise on the sales floor and shelves of retail stores to attract the attention of prospective customers.

As a first point of contact and representative for Bay Area Beverage customers, you deliver exceptional customer service to each account you work in, and always present a neat, well-groomed and professional appearance.

As a Bay Area Beverage Merchandiser, you:

- Place price and descriptive signs on cooler doors, displays and shelf,
- Stock retailer shelves with product from backrooms
- Help the Bay Area Beverage Delivery Driver unload deliveries at retail
- Accurately, consistently and safely follow directions - you are involved in manually lifting and placing cases, bottles or kegs of beer and non-alcoholic products throughout the day

- Prepare, construct and maintain product displays according to company schematics, directions and standards
- Maintain /update current version of Encompass, our inventory management software, as needed
- Accurately and consistently take inventory in designated chain accounts, including shelves, displays and backrooms
- Communicate with assigned sales person on inventory completion, problems or any other issues concerning inventory
- Install/hang permanent Point of Sale (POS), including promotional mirrors, banners, metal signs, etc.
- Follow a pre-assigned account schedule
- Ensure the freshness and quality of Bay Area beverage products by rotating stock per company quality guidelines and stocking shelves per company designed schematics
- Maintain all administrative work in a neat and legible fashion, and accurately complete and submit required administrative paperwork on time
- Keep supervisor informed of market conditions, refused displays and any other customer issues,
- Survey the account for merchandising opportunities
- Communicate merchandising opportunities and/or out of stock conditions and recommendations for possible corrective actions to your supervisor
- Maintain Company vehicle per Company guidelines (if applicable)
- Periodically run relief sales routes
- Perform other duties as assigned

To qualify for this position, you

- Have a valid California Driver License, current auto insurance and a clean DMV record,
- Are at least 21 years old,
- You have completed your high school education or received your GED
- Are adept with handheld devices and have good computer skills
- You have good oral and written communication skills
- You possess strong organizational and planning skills
- Prior experience as Merchandiser or with the Route Sales is a plus
- Restaurant/Bartending/Hospitality skills are also a plus

Ideally, you also have the following traits

- A high-energy, can-do attitude
- A total customer service orientation
- Outstanding interpersonal skills
- Superb interpersonal skills, with the ability to work independently and within a team environment

Physical requirements for this position include

- lifting, pushing, and/or pulling 35lbs. on a regular basis
- pushing, lifting and/or manipulating 165lbs. on a regular basis
- using a box cutter to open cases
- occasionally climbing and standing on a ladder to place product or hang point-of-sale materials, and bending, crouching, stooping and reaching throughout the shift