

Title: Merchandise Manager

Reports to: Director of Product Development/VP of Merchandising-Product Development

Department: Product Development

Classification: Full Time/Exempt

Position Summary:

The Merchandise Manager reports to the Director of Product Development and is responsible for merchandise strategy, vendor relationships and execution of new product development for all jewelry collections. This position will lead the merchandising team to develop product assortments for each season and serve as the communication lead between Product Development and Marketing. Additionally, the Merchandise Manager is responsible for partnering with the RD&D team on design and brand innovation, as well as the packaging team for new product packaging.

Responsibilities:

- Drive business through early planning and Merchandise Strategy. Build impactful assortments for all Collections in partnership with Team and Founder.
- Work with Merchandise Planning to determine key items and buys based on historical performance and current business data.
- Provide merchandising direction in partnership with Visual Merchandising and Design Team.
- Prepare seasonal roadmap for Product Development and Marketing Team.
- Lead cost targets and pricing structures with recommendations to vendors/team.
- Oversee vendor communication, sampling and sample approval.
- Ensure sampling and production are executed in accordance with accurate and concise direction.
- Partner with team on trend analysis, inspiration and market research for new product development as well as competitive analysis.
- Drive Visual Merchandising Strategy in collaboration with Marketing Manager and Visual Merchandising Teams.
- Collaborate efforts with Marketing Manager to ensure jewelry, packaging and merchandise efforts are cohesive and are on-par with brand initiatives.
- Direct and identify retail and wholesale merchandise price points.
- Coordinate with Marketing teams to recommend and unveil new products to the field.
- Collaborate with RD&D on new concepts and brand innovation, lead team with analytics based on facts.
- Lead effort to determine new licenses and partnerships for O2.

Minimum Requirements:

- Bachelor's degree in Fashion Merchandising, Marketing or related field.
- Must have 2 years experience in product development, sourcing, production, merchandising and/or manufacturing.
- Understanding of the manufacturing processes and pricing tiers.
- Ability to interpret trends and brainstorm merchandise concepts.
- Ability to define problems, collect data, establish facts and draw valid conclusions to make decisions, respond accordingly, and drive results.
- Understanding of brand requirements and guidelines.
- Execute multiple projects in tandem, and prioritize open assignments in accordance with the development calendar.
- Proficient use of MS Office Products and Internet tools.
- Above moderate to high levels of English speaking, reading, and writing; originality; active listening, critical thinking, monitoring, attention to detail, analysis, organization, judgment, and organization.

Requires the ability to interact with others, interpret spoken messages and utilize reason to resolve complex problems. While performing the duties of this job the employee must be able to sit continuously to perform essential job functions throughout the entire shift. Close detail work requiring visual acuity. Must be able to perform primarily sedentary work. May require walking primarily on a level surface for periodic periods, throughout the day. Requires interacting with others, interpreting spoken messages, constant keyboarding, sitting, hearing and talking are required. The employee will occasionally stand and walk, and infrequent bending at the waist, twisting of the upper body, kneeling, being mobile on even surfaces, squeezing and crouching are also required.

This position description is not intended to be and should not be construed as an all-inclusive list of responsibilities, skills or working conditions associated with this position. While this description is intended to accurately reflect the position's activities and requirements, management reserves the right to modify, add or remove duties as necessary.

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