

SCHEME OF SERVICE FOR THE POST OF MERCHANDISER - (ON CONTRACT)

Organisation: State Trading Corporation

Post: Merchandiser

Qualifications:

1. A. (a) Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principle of Accounts obtained at not more than two sittings;

Or

(b) Passes not below Grade C in at least five Subjects including English Language, French and Mathematics or Principal of Accounts obtained at not more than two sittings at the Cambridge General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject;

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

Or

Equivalent qualifications to A and B above acceptable to the Board.

Note: 1. Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

2. Qualification at A should have been obtained prior to qualification at B above.

2. Candidates should also have:

- (i) knowledge of products and competitor trends;
- (ii) a good working attitude, good communication and interpersonal skills;
- (iii) be able to work in a team.

Priority should be given to candidates with a driving licence.

Roles and

Responsibilities: To be responsible to the Supplies and Sales Manager (Merchandising) and report day-to-day operations.

- Duties:**
- (1) To do physical presentation and placement of goods within the retail environment on a shift/roster basis, including weekend and public holidays;
 - (2) To design compelling visual displays and store layouts to attract shoppers and ultimately drive purchases;
 - (3) To control a small Sub-Section of the Merchandising Team;
 - (4) To monitor inventory levels;
 - (5) To ensure the right products are available at the right time;
 - (6) To prevent overstocking or stock shortages;
 - (7) To keep shelves neat, clean, and well-stocked;

- (8) To identify fast-moving and slow-moving items;
- (9) To help set prices based on costs, competition, and demand;
- (10) To communicate with suppliers, buyers, and store staff;
- (11) To ensure timely delivery of products;
- (12) To carry out simple research work/ market survey;
- (13) To liaise with store staff and supervisors to resolve on-site merchandising issues;
- (14) To perform duties of a clerical nature;
- (15) To use ICT in the performance of his/her duties;
- (16) To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Merchandiser in the roles ascribed to him/her.