

Job Description

Position Title: Merchandising Team Associate
Department: Merchandising Team
Location: Walnut, CA
Reports to: Merchandising Team Leader

FLSA Status: Non-Exempt
Date Last Modified: December 01, 2021
Current Incumbent(s):

General Position Summary

This position is responsible for working within the team to develop, purchase, promote, and sell merchandise.

Essential Job Functions

PRIMARY DUTIES

- Working within the team to develop, purchase, promote, and sell merchandise
- Operating the Bushiroad Online Store
- Running the sales booth at events
- Promoting the Bushiroad Online Store and merchandise through social media and various other methods
- Assist in managing the merchandise inventory
- Ensure given responsibilities are carried out accurately and in a timely manner
- Provide input and creativeness to improve each project
- Liaising with other internal teams and offices as well as external parties as needed to carry out the tasks
- Assist other team's projects when necessary, such as packing and shipping out items to stores, and running tournaments

Qualifications

Preferred Characteristics

- Strong team player with excellent interpersonal and communication skills
- Excellent at managing tasks and schedules, and multi-tasking
- Curious and eager to learn new things
- Have knowledge of games, anime, and popular or internet culture
- Able to travel
- Able to work on weekends and holidays for events

Education Experience

- Bachelor's degree (B.A.) from four-year College or university; or equivalent combination of education and experience.

Certificates / Licenses

- Driver's license.

Desired Skills / Experience

- Proficient in Microsoft Word, Excel, and PowerPoint
- Business level Japanese skills is a plus
- Experience in either development or production of merchandise, operating an online store, or managing event sales

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this position.

Work Environment:	Office, Warehouse, Various Convention Centers, and Hotel Ballrooms
Noise Levels:	Moderate

Tools & Equipment

- General office equipment including phones, fax, copier, personal computer, printer, scanner, etc.
- Software includes the use of Windows operating system and MS Office.

Travel & Driving Requirements

The following travel and driving requirements are required of the incumbent into this position.

Local Travel:	Yes, Frequently
Domestic Overnight Travel:	Yes, Frequently
International Travel:	Yes, Occasionally
Vehicle driving requirements:	Automobile
Driving Safety Requirements:	Observe speed limits and obey all road signs, as well as keep driving records (i.e., mileage and gas receipts).

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully carry out the essential job functions of this position.

Physical Demands:											
Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						Twisting/Turning					
Under 10 lbs.			X			Reach over shoulder			X		
11 - 20 lbs.			X			Reach over head			X		
21 - 50 lbs.			X			Reach outward			X		
51 – 100 lbs.		X				Climb		X			
Over 100 lbs.		X				Crawl		X			
						Kneel			X		
Pushing/Pulling	N	R	O	F	C	Squat			X		
Under 10 lbs.			X			Sit					X
11 - 20 lbs.			X			Walk – Normal Surface				X	
21 - 50 lbs.			X			Walk – Uneven Surface			X		
51 – 100 lbs.			X			Walk – Slippery Surface		X			
Over 100 lbs.		X				Stand				X	
						Bend			X		
Driving	N	R	O	F	C						
Automatic Trans.			X			Vision Requirements	N	R	O	F	C
Manual Trans.		X				Close vision - 20 inches or less					X
						Distance vision – 20 feet or more				X	
Other	N	R	O	F	C	Color vision – identify & distinguish colors				X	
Keyboard/Ten Key					X	Peripheral vision		X			
Fingering (fine dexterity)				X		Depth perception		X			
Handling (grasp, hold)		X				Ability to adjust focus				X	
Repetitive Motion – hands			X								

						<p><i>Key (based on typical workweek):</i> <i>N – Never</i> <i>R – Rarely (Less than 1 hour/week)</i> <i>O – Occasional (1% - 1/3rd of time)</i> <i>F – Frequently (more than 1/3rd & up to 2/3rd of time)</i> <i>C – Constantly (more than 2/3rd of time)</i></p>
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The above job description identifies the essential job functions and skills needed by the person or persons assigned to this position. These job functions and skills are not intended to be a complete and exhaustive list of all responsibilities, duties and skills required. The information contained herein is subject to change at the company's discretion.