# VISUAL MERCHANDISER

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Visual Merchandiser |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Manager |
| Award: |  |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.***  For example:   * Develop floor plans and sketching designs. * Source materials and display elements, such as lighting, props and accessories. * Install and dismantle displays, using available space to the best advantage. * Dress mannequins and make use of creative lighting for window displays. * Prepare for promotional events and dismantle displays at the end of promotional periods. * Provide feedback to head office and liaise closely with merchandisers and buyers. * Visit other stores in the area, working with in-store sales staff and helping to develop their understanding of presentation. * Set up a 'model' or ‘mock’ store according to the company's latest design directives, and then photograph the store's windows, walls and displays in order to create a visual merchandising pack to send out to other stores. * Conduct research based on lifestyle concepts and trends. * Implement designs and plans created by the visual merchandising manager and the creative director. * Actively participate in the Annual Performance Appraisal process. * Observe and practice the ***[INSERT COMPANY NAME]*** OHS and Quality policy, guidelines and procedures. |
| 2. Qualifications | ***What qualifications are required for the role?***  For example:  Diploma in Visual Merchandising |
| 3. Skills | ***List the skills needed for the job.***  For example:   * Excellent written and verbal communication skills. |

Employee Signature: Date:

Employer Signature: Date: