



GG Distributing, LLC

Wholesale Beverage Distributor

OFF-PREMISE MERCHANDISER

JOB PURPOSE

Ensure that proper levels of product are in stock, maintained, displayed, and rotated correctly in large and small format stores. The primary responsibility is to effectively service all customers in a safe, productive, and professional manner.

CLASSIFICATION: Non-Exempt

JOB RESPONSIBILITIES/ DUTIES/ QUALIFICATIONS

- Rotate product from back stock to shelf, display or cold vault locations.
- Review code dates of all product when servicing every customer.
- Pull any dented, dirty, damaged or out of code product from the shelf, display or cold vault.
- Notify sales team for pick up and/or exchange of any dented, damaged or out of code product, as well as any out of stock items.
- Ensure that all product is placed in compliance with shelf schematics in chain and independent retail locations.
- Make certain that all cold equipment, racks, displays and all Point of Sale materials are current, clean and presented in a premium manner according to product standards.
- Establish and maintain friendly and professional relationships with retailers and customers.
- Identify, resolve and develop alternative solutions to problems in a timely manner; gather and analyze information skillfully; use reason even when dealing with emotional topics or issues.
- Pursue training and development opportunities to improve skill sets and knowledge required in the position; share expertise with others.
- Manage difficult or emotional customer situations; respond promptly to customer needs; meet commitments.
- Remain open to others' ideas and try new things.
- Speak clearly and persuasively in positive or negative situations; respond well to questions; demonstrate group presentations skills; contribute and participate in meetings.
- Balance team and individual responsibilities; give and welcome feedback; contribute to building a positive team spirit.
- Exhibit confidence in self and others; inspire and motivate others to perform well.
- Understand business implications of decisions; demonstrate knowledge of market and competition and report competitive activity to management.
- Work within approved budget; conserve organizational resources.
- Treat people with respect; keep commitments and work with integrity and ethically.
- Follow policies and procedures and complete administrative tasks correctly and on time.
- Prioritize and plan work activities; use time efficiently; set challenging personal goals and objectives.
- Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for own actions; follow through on commitments in a timely manner.
- Demonstrate accuracy and thoroughness and complete work in timely manner.



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- Adapt to changes in the work environment; manage competing demands; change approach or method to best fit the situation; be able to deal with frequent change, delays, or unexpected events.
- Be consistently at work and on time; arrive at meetings and appointments on time.
- Follow instructions and respond to management direction; keep commitments; commit to long hours of work when necessary to reach goals.
- Display original thinking and creativity; meet challenges with creativity and resourcefulness; generate suggestions for improving work and develop innovative approaches and ideas.
- Be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Be able to write routine reports and correspondence and to speak effectively before customers or employees of the organization.
- Be able to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Be able to compute rate, ratio, and percent.
- Be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Possess a valid TABC license (if required), clean driving record, current state driver's license and be able to meet company auto insurance requirements; must also be able to pass physical exam and drug screen.
- Be able to regularly lift and/or move up to 45-pound cases and 170-pound kegs.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as directed to meet the ongoing needs of the organization.