**Jr.Merchandiser Key Responsibilities:**

1. **Order Management & Coordination:**
	* Assist in managing purchase orders and tracking production progress.
	* Ensure timely follow-up with suppliers, vendors, and internal teams.
2. **Sample Handling & Quality Control:**
	* Coordinate sample requests and approvals.
	* Check sample quality and ensure they meet brand standards.
	* Provide feedback to suppliers regarding necessary modifications.
3. **Supplier & Vendor Communication:**
	* Maintain strong relationships with suppliers and manufacturers.
	* Assist in negotiating pricing, lead times, and production schedules.
4. **Inventory & Stock Management:**
	* Monitor inventory levels and assist in replenishment planning.
	* Work with logistics teams to ensure timely delivery of stock.
5. **Market Research & Trend Analysis:**
	* Conduct competitor and market analysis to identify new trends.
	* Assist in product selection and range development.
6. **Documentation & Reporting:**
	* Maintain and update records related to purchase orders, invoices, and shipments.
	* Generate sales and inventory reports for management review.