**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.