

Job Catalogue

2017 Position Code	2017 Position Title	2017 Position Description	Retail Survey	Apparel Survey	Supermarket Survey
10000	Chief Executive Officer (CEO) Non-Chairman	This top executive is responsible for the overall direction of the business and for achieving maximum return on invested capital. Coordinates the efforts of the senior executives and works with them and the Board of Directors to develop current and long-range objectives, policies, and procedures for the organization. Represents the organization to its customers, the financial community, and the general public. This employee is not Chairman of the Board and may or may not serve as a Director. Frequently reports to the Board of Directors. This is typically a single incumbent position.	•	•	
10001	Chairman and Chief Executive Officer (CEO)	This top executive position is Chairman of the Board of Directors and is responsible for the overall direction of the business and for achieving maximum return on invested capital. Coordinates the efforts of the senior executives and works with them to develop current and long-range objectives, policies, and procedures for the organization. Represents the organization to its customers, the financial community, and the general public. This is typically a single incumbent position.	•	•	
10003	Chief Operating Officer (COO)	Top executive who plans, controls, and directs the activities of Store Operations and at least two other assigned functions (e.g., Distribution and Logistics, Real Estate, Construction, or others). Acts within the scope of corporate objectives and policies to accomplish assigned goals. This position is between the Chief Executive Officer (CEO) and the Top Operations Executive. This is typically a single incumbent position.	•		
10004	Chief Administrative Officer (CAO)	Top executive position responsible for the oversight of multiple staff VPs. Typically does not include functions that buy or sell the merchandise but is otherwise responsible for most functional units/departments (e.g., HR, IS, Distribution, etc.). This is typically a single incumbent position and may report to the Chief Executive Officer (CEO).	•		
10006	Chief Marketing Officer (CMO)	Top executive position responsible for the overall Marketing operation. Responsible for developing and implementing strategic and operational marketing plans in support of current and long-term profit and growth objectives. Accountable for activities including communication and messaging, public relations, branding and promotion strategies, product selection and development process, pricing, store layout and design, and achievement of sales goals. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO).	•		
10015	Top Subsidiary Executive	This position is the chief executive or president for a subsidiary. This employee is responsible for the overall direction of the business and for achieving maximum return on invested capital. Coordinates the efforts of the senior executives and works with them to develop current and long-range objectives, policies, and procedures. Represents the subsidiary to its customers, the financial community, and the general public. Frequently reports to the Chief Executive Officer (CEO) or Chief Operating Officer (COO) of a parent organization. Note: Reporting entity is a Subsidiary. This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported. For purposes of this survey, a subsidiary is an independent entity with majority interest held by a corporate entity; often has multiple business units and is responsible for all organization functions. Although a subsidiary may ultimately roll up into a corporate entity, management performs all functions of a stand-alone organization and is accountable to the corporate organization for operations and financial performance. <u>The subsidiary is a legally chartered entity with its own board of directors.</u>	•	•	
10020	Top Group Executive	This position is the chief executive or president of a group. The employee is responsible for the direction, management, and performance of a group which functions as a profit center. The group for which the executive is responsible must consist of multiple divisions. This position typically supervises both sales and marketing and operations, and may have responsibility for group accounting, purchasing, staff, engineering, and/or financial functions. Frequently reports to the Chief Executive Officer (CEO) of either a Subsidiary or Corporate organization. Note: Reporting entity is a Group. This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported. For purposes of this survey, a group is an independent business unit consisting of multiple profit centers or divisions. The group is held accountable to a corporate entity similar to a subsidiary. The difference between the group organization type and subsidiary organization type is that the group is not legally chartered and does not have a board of directors.	•	•	
10030	Top Division Executive	This position is the chief executive or president for a division. The employee is responsible for the direction, management, and performance of a division which functions as a profit center. This position typically supervises both sales and marketing and operations, and may have responsibility for divisional accounting, purchasing, staff, engineering, and/or financial functions. Frequently reports to the Chief Executive Officer (CEO) of a Corporation, Subsidiary, or Group. Note: Reporting entity is a Division. This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported. For purposes of this survey, a division is an independent entity accountable for a select group of organization product lines. Generally, a division consists of a single profit center or operating unit that is fully accountable to the corporate, subsidiary, or group organization types.	•	•	
10100	2nd Level Marketing Executive	Assists the Chief Marketing Officer (CMO) in overseeing the overall Marketing operation. Also assists in the development and implementation of strategic and operational marketing plans in support of current and long-term profit and growth objectives. Accountable for activities including communication and messaging, public relations, branding and promotion strategies, product selection and development process, pricing, and store layout and design as well as achievement of sales goals. This position generally reports to the Chief Marketing Officer (CMO).	•		
10101	Top Corporate Compliance Executive	Top position responsible for the development and implementation of a corporate compliance program. Maintains awareness of federal/state laws and regulations and the organization's policies and procedures. Ensures compliance with these rules and regulations. Oversees and investigates reports of alleged violations. Develops and updates written policies and procedures that establish standards for compliance. Coordinates the development and presentation of compliance training programs. This is typically a single incumbent position and may report to the Top Legal Executive.	•		
10102	Top e-Commerce Executive	Top position responsible for a cross-functional management team that develops and manages e-Commerce profit and loss. Responsible for concept development, strategizing, planning, and implementation. Oversees online assortment, pricing, promotions, and product presentation. Tracks and reports on the effectiveness of internet marketing success and appeal. Analyzes web service usage trends to improve and/or add functionality. Manages relationships with external internet business partners. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO), Chief Marketing Officer (CMO), or 2nd Level Marketing Executive.	•		
10155	Top Omni-Channel Executive	Top position responsible for the integration of online, in-store, and mobile operations. Oversees systems integration for inventory management, store sales, marketing, and supply chain to create a seamless customer experience across channels. May supervise team of e-commerce, information technology, and store operations individuals. This is typically a single incumbent position and may report to the CEO or COO.	•		
10103	Top Inventory Control Executive	Top position responsible for accounting, control, and analysis of retail inventory at the corporate level. Develops, implements, and maintains appropriate procedures, processes, and systems to ensure inventory accounting is accomplished efficiently and timely. Provides forecasts, analysis, and reporting of gross margin, inventory levels, turnover, and shrinkage/loss/damages. May develop, maintain, and coordinate the relationship of a third-party inventory control service, including scheduling store inventories, establishing standard procedures for physical inventories, and negotiating fees. This is typically a single incumbent position and may report to the Controller or Chief Financial Officer (CFO).	•		

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10104	Top Merchandise Product Development Executive	Top position responsible for the development and manufacturing of company brand merchandise. Responsible for the creative design of products or product lines that support the company brand/image and financial objectives. Oversees the development of prototypes and samples. Coordinates the review and approval process. Establishes product specifications and quality standards. Arranges for third-party production. Monitors performance of all company branded merchandise. This is typically a single incumbent position. Typically reports to the Chief Executive Officer (CEO).	•		
10106	Top Strategic Planning Executive	Top position that assists senior executives with establishing business objectives and strategy. Establishes and maintains planning standards and systems. Identifies the organization's strengths, weaknesses, and opportunities. Monitors and reports key company financial information and industry trends/economics. Incorporates all relevant information into the development of appropriate long-range plans aimed at delivering the desired business results. In addition to strategic planning, may oversee or participate in one or more of the following activities: financial planning and analysis, capital planning, acquisitions and divestitures, and real estate and investment decisions. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Chief Financial Officer (CFO).	•		
10107	Top Legal Executive	Top position responsible for legal counsel to the company management in all aspects of its operations. Supervises a small staff of attorneys who may coordinate outside counsel used in other states. May also serve as Secretary to the Corporation. Uses and coordinates outside attorneys for all legal work. Handles collective bargaining. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Chief Administrative Officer (CAO).	•		
10115	Top Customer Experience Executive	This is a top position responsible for the strategy, design, engagement and implementation of the organization's brand experience including its products and services. This individual establishes the overarching vision and defines organization-wide strategic imperatives by transforming the brand experience for customers, vendors and team members. Ensures that experience, design, and improvement strategies drive organizational goals and the culture of the organization.	•		
10120	Head of Customer Service (Call Center)	Responsible for the Customer Service area. Develops and directs the overall order and service related activities for the organization's Customer Service function. May be responsible for store returns and service desk policies and procedures. This is typically a single incumbent position and may report to the Chief Marketing Officer (CMO) or 2nd Level Marketing Executive.	•		
10121	Customer Service Manager (Call Center)	Manages Customer Service area. Develops and monitors the application of operating systems including policies and procedures, operating structure, and information flow. Ensures the volume of work produced meets product/service standards and exceeds quality standards. Approves staff activities concerning hiring, training/development, and evaluation of staff performance. Typically reports to the Head of Customer Service (Call Center).	•		
10123	Customer Service Supervisor (Call Center)	Responsible for the daily activities of CSRs. Plans, directs, and evaluates work flow. Coordinates work activities to achieve the volume expected to meet operational requirements. Trains and evaluates CSRs. Typically reports to the Customer Service Manager (Call Center).	•		
10124	Senior Customer Service Representative (Call Center)	Senior Call Center Representative responsible for the more complex calls; may act as Team Leader for coordinating schedules and training new CSRs. Typically reports to the Customer Service Supervisor (Call Center).	•		
10125	Customer Service Representative (Call Center)	Processes customer orders. Receives, evaluates, and answers customer inquiries. Handles customer complaints, returns and special requests via phone, paper, e-mail, and internet. Typically reports to the Customer Service Supervisor (Call Center). Note: If your role is an in-store customer service representative, see position 17028 Service Desk Associate/Customer Service Clerk.	•		
10129	Top Franchising Executive	Top position responsible for the ongoing growth, creative development, improvement, financial enhancement, state and national franchise registration, and regulatory compliance. Manages nationally the franchise and franchisee organizations' relationship with headquarters on a consistent, system-wide basis. Develops consistency in the administration and policy formation involved with many franchise agreements that are concurrently effective in the field. Manages, directs, and provides fiscal control for the company's franchisee efforts. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Top Operations Executive.	•		
10130	Franchising Director	Responsible for providing leadership and assistance to franchise operators in order to achieve short- and long-term financial and operational success that contributes to brand and shareholder value. Counsels and advises operators on the development and implementation of business plans that market and build their business, and execution of corporate policies and programs on product quality and safety, customer service, and store cleanliness/maintenance. Ensures business operations and practices are in compliance with franchise agreements and company standards. Works closely with the Legal department to help mitigate potential legal risks and stays current with the legal aspects of franchise contracts.	•		
10131	Franchising Manager	Responsible for managing the franchise development process by assisting franchisees in the identification, acquisition, and development of franchise sites. Develops local recruiting sources through contacts with minority and other community organizations, local chambers of commerce, business organizations, trade shows, military installations, and local newspapers. Works with qualified franchisees seeking development opportunities; partners with Company Development department to identify markets and target areas designated for franchise expansion. Assists franchisees during site selection, manages process for all franchise development, sales transfer and settlement agreement process, makes recommendations, and obtains necessary approvals for all settlement agreements. Researches and works with lending institutions to identify lenders for financing franchise capital needs.	•		
10132	Franchising Coordinator	Monitors and supports franchisees, and oversees franchise processes and documentation. Provides detailed information to potential franchisees regarding the company's franchising procedures, policies, and programs. Processes applications, coordinates necessary licensing, and serves as first point of contact for franchisees. Assists each franchise applicant in the applicant training program prior to an applicant's store opening or takeover.	•		
10134	Top Risk Management Executive	Top position responsible for liability insurance programs and risk financing. Prepares risk analyses and budgets, identifies exposures, recommends solutions, develops policies and procedures, implements approved programs, and manages safety/risk management manuals. Oversees the entire Risk Management department, which may include one or more of the following functions: Worker's Compensation, Claims Management and Control, Crime Management, and Safety. This is typically a single incumbent position and may report to the Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Top Legal Executive, or Top Administrative Executive.	•		
10135	Risk Manager	Responsible for protecting the company's assets and income from loss due to accidental or insurable risks through the insurance program. Responsible for placing the group insurance programs with carriers. May administer workers' compensation insurance program. Typically reports to the Top Risk Management Executive.	•		
10140	Risk Adjuster	Researches, adjusts, and settles guest general liability and workers' compensation claims, including lawsuits, in a manner which balances customer satisfaction with the protection of the organization's assets. Major responsibilities include investigation of guest incidents by interviewing guests, employees, and witnesses to determine the facts to evaluate liability or negligence issues. Evaluates claims by gathering medical records, dental records, and legal opinions to make a liability determination. Ensures compliance with relevant policies, procedures, and legislation. Typically reports to the Risk Manager.	•		

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10150	Top Facilities/Maintenance Executive	Top position responsible for maintenance programs for all stores, warehouses, and offices including national service contracts, remodeling, capital/equipment planning, routine maintenance processes/schedules, and environmental initiatives. Researches and develops cost effective maintenance and construction programs and procedures. Directs the work of Facilities Project Managers and/or Maintenance Managers. This is typically a single incumbent position and may report to the Chief Administrative Officer (CAO).	•		
10156	Facilities Director	Responsible for the development and supervision of maintenance programs for all stores, warehouses, and offices including national service contracts, remodeling, capital/equipment planning, routine maintenance processes/schedules, and environmental initiatives. Assists with the development and implementation of cost effective maintenance and construction programs and procedures. Directs the work of Facilities Project Managers and/or Maintenance Managers. Typically reports to the Top Facilities/Maintenance Executive.	•		
10157	Facility Manager	Manages and directs activities concerned with the operation, maintenance, and remodeling of office and warehouse buildings and grounds. May be responsible for janitorial staff, landscaping staff, and skilled trades tool belt staff, whether in-house or contracted.	•		
10160	Health and Safety Manager	Oversees the execution of Health & Safety and accident prevention programs in stores. Ensures stores are safe and compliant, in order to provide a comfortable experience for customers and a hazard free environment for associates. May work with internal departments to drive compliance.	•		
10108	Top Real Estate Executive	Responsible for planning, controlling, and directing the real estate activities of the organization, such as site location and acquisition, building and land acquisition and disposition, and space leasing. May be responsible for property management. Acts as a business partner with senior management to incorporate real estate solutions into strategic business decisions. Maintains and manages relationships with outside vendors and consultants. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Chief Administrative Officer (CAO).	•		
10105	Top Store Planning and Design Executive	Top position responsible for the planning and design of the company's retail outlets. Coordinates store operating needs with marketing image and works with architectural and interior design contractors or in-house staff to create the design. Prepares contracts, plans, and cost estimates. Establishes specifications for all construction, related installations, major maintenance, and special projects. Does not supervise the Construction function. This is typically a single incumbent position and may report to the Top Store Planning, Design and Construction Executive.	•		
10127	Top Store Planning, Design, and Construction Executive	Top position responsible for both Store Planning and Design and Construction. Coordinates store operating needs with marketing image, and works with architectural and interior design contractors or in-house staff to create the design. Construction responsibilities include selection and monitoring building contractors to assure quality and compliance to blueprints. May supervise Field/Regional Construction Managers. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Top Real Estate Executive.	•		
11100	Top Construction (only) Executive	Top position responsible for the selection and monitoring of building contractors. Establishes construction budget and ensures projects meet requirements including costs, quality, and timelines. Coordinates and approves changes to store design. Reviews alternative construction materials to ensure cost savings and compliance with standards. Works with Construction Project Managers to develop solutions to construction/scheduling problems to minimize costs and meet deadlines. Supervises managers to resolve problems associated with permits or compliance with local ordinances. Selects/develops/directs Construction Managers, Project Managers, Pre-development Managers, and Administrative staff. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Top Real Estate Executive.	•		
10126	Store Planning and Design Manager	Manages the planning and design of the company's retail outlets. Coordinates store operating needs with marketing image and works with architectural and interior design contractors or in-house staff to create the design. Ensures that established project plans are carried out. Assists with specifications for all construction, related installations, major maintenance, and special projects. Typically reports to the Top Store Planning and Design Executive.	•		
10128	Project Coordinator - Planning, Design, and Construction	Coordinates the planning and design and construction of the company's retail outlets. Ensures that established project plans are carried out. Follows specifications for all construction, related installations, major maintenance, and special projects. Typically reports to the Top Store Planning, Design, and Construction Executive.	•		
10122	Field/Regional Store Construction Manager	Manages the coordination, planning, and implementation of new and remodel construction projects. Coordinates and implements new store construction through development of project estimates and store layouts, obtains permits, and negotiates and administers contracts. Implements remodel construction through design development, review of remodel analysis results, and contract negotiations and administration. This position may report to the Top Construction (only) Executive.	•		
10109	Real Estate Director	Responsible for the overall strategic planning process and expansion of each market/region in assigned division. Conducts site visits with Real Estate Managers and approves or disapproves sites for new stores. Acts as a business partner with senior management to incorporate real estate solutions into strategic business decisions. Maintains and manages relationships with outside vendors and consultants. Typically reports to the Top Real Estate Executive.	•		
10110	Real Estate Manager	Manages the Real Estate function of a zone, region, or district including lease negotiation/renewals, disposal of excess property, and landlord disputes and acts as community zoning committee liaison. Typically reports to the Top Real Estate Executive.	•		
10111	Real Estate Representative	Provides lease renewal/negotiation services, monitors lease contract compliance, and serves as a liaison between leasers and management on all lease related issues. May recommend appropriate site selection and be responsible for excess property disposal. Not an entry-level job. Typically reports to the Real Estate Manager or Top Real Estate Executive.	•		
10112	Lease Administrator	Responsible for monthly rent payments and reconciliation of all rental charges. Works closely with landlords and Store/Field Operations Management to ensure all billed charges are proper. May be in either the Real Estate or Accounting department. Typically a non-supervisory position, and may have multiple incumbents.	•		
11101	Chief Financial Officer (CFO)	This is the top financial position with responsibility for formulating financial policy and plans. Responsible for providing overall direction for the Accounting, Tax, Insurance, Budget, Credit, and Treasury functions. Directs activities associated with the security and investment of the organization's assets and funds and ensures that financial transactions, policies, and procedures meet the organization's short- and long-term objectives, and regulatory body requirements. May also supervise the Information Systems and/or Loss Prevention departments. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO).	•		
11102	Corporate Controller	Formulates, implements, and administers internal methods/procedures to safeguard the assets of the company and to properly reflect the financial results. Establishes and administers specific departmental objectives, policies, and plans to accomplish departmental functions. Actively supports the planning process and finalizes all operating budgets and projections. Coordinates/prepares various forms of analyses as deemed necessary and/or as requested by management. Serves as the entity's compliance coordinator for the company code of business conduct. This is typically a single incumbent position and may report to the Chief Financial Officer (CFO).	•		
11103	Top Financial Planning and Analysis Executive	Top position responsible for the Forecasting, Financial Planning, Analysis, and Reporting functions of the organization including developing and refining corporate strategies, business plans, and comprehensive monthly forecasts. Responsible for the development, evaluation, and execution of effective ideas and solutions which optimize company resources and improve profitability including labor utilization, product development, and pricing strategies. Typically reports to the Chief Financial Officer (CFO).	•		

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11104	Financial Analysis Manager	Responsible for the evaluation of current and proposed financial programs. Recommends changes to increase the chain's profitability. May have budget analysis and budget variance reporting responsibilities. Typically reports to the Top Financial Planning and Analysis	•		
11105	Financial/Strategic Analyst	Prepares various financial forecasts for entire retail operation. Performs financial evaluations for store investment and divestiture decisions. Monitors and analyzes ongoing and upcoming financial activities and prepares budgets and forecasts of expected future expenses and capital needs. Provides support to financial function and performs a variety of impromptu analyses and projects as necessary.	•		
11106	Inventory Manager	Manages and directs inventory planning and control activities. Responsible for all or most of the following: inventory planning, master scheduling, materials handling, inventory turnover, customer service levels, stocking decisions, forecasting, and the administrative controls at all distribution facilities. Makes necessary adjustments to ensure accurate and sufficient inventory. Reviews daily audit reports and is responsible for correct ledger entries.	•		
11107	Payroll Manager	Responsible for the timely preparation and distribution of all payroll checks and related government tax filings and benefit plan payroll deduction administration. Position responsibility is generally comparable to payrolls that are either outsourced or processed in-house.	•		
11108	Accounts Payable Manager	Responsible for maintaining records of unpaid invoices, directing payments, and coding expenses. Some firms distinguish between Merchandise Vendor Accounts Payable vs. Non-merchandise Expense Payable. Responsible for both merchandise and operating expense payable.	•		
11109	Internal Auditor	Responsible for verifying the accuracy of fiscal records and/or policy compliance. May also perform operations audits.	•		
11110	Sales Audit Clerk/Coordinator	Posts sales to the general ledger and researches any discrepancies between POS sales balance and bank deposits. Assists store management with troubleshooting, researching and resolving problems with sales transactions, and balances. Identifies loss trends by tracking errors, losses, and returns through online tracking system that monitors and identifies suspicious activity. Prepares reports used by store management and Loss Prevention Manager to identify fraudulent activity, mismanagement, or theft.	•		
11111	Pricing Analyst	Works with internal units to identify cost requirements and anticipated overhead for sales merchandise. Analyzes estimates against previous cost experience and recommends adjustments. Conducts special studies to establish baseline costs or cost reductions. May be responsible for communicating cost and pricing information and negotiating with vendors and merchandising associates. May be responsible for data maintenance of merchandising database and/or store systems.	•		
11112	Treasurer	Responsible for the direction and management of the treasury activities of the total organization. Ensures that financial transactions, policies, and procedures meet organization objectives, needs, and regulatory body requirements. Supervises the organization Banking, Credit, and Investment functions. May include responsibility for organization property and risk insurance. This is typically a single incumbent position and may report to the Chief Financial Officer (CFO).	•		
12070	Top Supply Chain Executive	Top position responsible for all supply chain management functions, including inventory management, warehousing, and transportation. Oversees all distribution centers and logistics of merchandise shipping. Plans and oversees the import/export shipping. Works closely with Merchandise Planning and Procurement teams. May oversee e-Commerce and catalog fulfillment and shipping. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO).	•		
12080	Top Order Fulfillment Executive	Top position responsible for the pick, pack, and send operation specific to e-commerce orders. Oversees fulfillment centers and may also be responsible for call centers. May manage an internal processing staff or direct an outsourced distribution center service provider. This is typically a single incumbent position and typically reports to a Distribution or e-Commerce executive.	•		
12090	Top Distribution Executive	Top position with responsibility for all distribution functions, often including multiple facilities. Responsible for the strategic direction of the following: warehousing, transportation, inventory management, shipping and receiving, and customer service levels. Evaluates, plans, and directs the cost-effective distribution of inventory. Usually supervises other managers/supervisors and professional distribution staff at one or more location(s). This is typically a single incumbent position and frequently reports to a Top Supply Chain Executive, Chief Executive Officer or Chief Operating Officer.	•		
12095	Distribution Director	Responsible for the strategic development of distribution policies and procedures throughout the organization. Responsible for all or most of the following: shipping and receiving, inventory control, traffic, fleet vehicles, warehousing, and order processing. Develops effective inventory strategies to meet customer needs. Responsible for all professional distribution staff. Typically reports to the Top Distribution Executive.	•		
12100	Distribution Center Manager	Responsible for managing and directing the activities of the distribution center, involving the reception, delivery and control of merchandise. Develops and monitors budgets, maintains safety/security and inventory control programs, ensures distribution center facilities and equipment are properly maintained, and proposes improvements in order to optimize the distribution process. Exercises general supervision of overall distribution activity, including inventory control, order processing, warehouse activities, transportation, maintenance, and customer service.	•		•
12101	Warehouse Manager	Plans, directs, and monitors all activities in the warehouse. Directs and controls warehouse activities to ensure the efficient and economical utilization of facilities for storing and distributing material goods. Plans and schedules the inventory to meet the organization's needs by overseeing the ordering of products; and assists in coordinating delivery schedules with shippers and customers. Ensures that incoming material is inspected for conformity with order specifications and checked for defects. Develops and recommends improvements in warehouse practices to promote efficiency, faster service, and lower costs. Prepares budget and operates within approved budget. Manages the warehouse staff activities to ensure that the team's resources are used effectively and that work schedules and targets are met. Monitors staff to ensure that all machines and equipment are operated in a safe manner.	•		•
12102	Fulfillment Center Manager	Responsible for managing and directing the activities of a direct-to-consumer fulfillment center, involving the reception, delivery and control of merchandise. Implements and improves policies and procedures in order to achieve productivity, quality, and customer service goals. Develops and monitors budgets, maintains safety/security and inventory control programs, and ensures facilities and equipment are properly maintained. Exercises general supervision of overall fulfillment activity, including inventory control, order processing, transportation, maintenance, and customer service.	•		
1005	Warehouse/Distribution Center Department Manager	Manages and directs the operation of a department in a warehouse, distribution center, or fulfillment center. Plans and schedules department functions. Acts as a liaison between outside vendors and warehouse.	•		•
1010	Warehouse/Distribution Center Lead Supervisor	Oversees daily functions. Meets and maintains production standards. Works with stores and store staff to maintain organization standards and customer service. Handles daily issues and projects under the direction of the Warehouse/Distribution Center Department Manager.	•		•
12103	Warehouse/Distribution Center Supervisor	Directly supervises hourly employees working in the shipping, receiving, stocking, and order filling areas. Ensures all paperwork is completed for all shipments and receipts. Coordinates and works with outside vendors and corporate office to organize and maintain all distribution center activities ensuring a coordinated and controlled flow of merchandise.	•		•
12104	Logistics/Transportation Manager	Responsible for managing the implementation, direction, and coordination of all transportation activities. Oversees scheduling of inbound/outbound shipments in the US, transportation staff, and partnerships with outside vendors. Ensures transportation equipment is maintained, repaired and replaced as needed. May be responsible for overseas merchandise, but only after it clears Customs.	•		•

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1030	Transportation Supervisor	Responsible for all organization trucks and vehicles controlled by the distribution function. Drivers may report to this position. Balances driver's hours to ensure fairness and consistency in delivery schedules. Schedules and maintains vehicles and completes vehicle and industrial accident reports. May be responsible for load balancing. Monitors various reports to ensure goals are being met. Frequently reports to the Logistics/Transportation Manager.	•		•
1020	Transportation Systems Manager	Manages Transportation/Fleet computer systems. Responsible for maintenance, modification and training of fleet and transportation management systems to ensure latest technologies and regulations are utilized.	•		•
1025	Transportation Analyst	Develops and implements reporting designed to increase the overall quality, efficiency, and service levels of the organization's distribution and transportation functions. Works closely with carriers to monitor performance against goals. Identifies areas for process improvement.	•		•
12105	Delivery Driver	Drives the commercial delivery vehicle to and from specific destinations including company stores, local warehouse distributors, distribution, and various business establishments. May assist in pulling commercial account orders and preparing them for delivery. May also perform daily basic inspection of delivery vehicle and fill vehicle with fuel on final delivery run. Note: If your role operates a tractor trailer, see position 1110 Tractor Trailer Driver.	•		•
12106	Dispatcher	Directs all delivery activity to and from specific destinations including company stores, local warehouse distributors, distribution, and various business establishments. May trace lost or delayed deliveries. Directs the activities of commercial drivers and may have responsibility for the maintenance of company vehicles.	•		•
12107	Forklift Operator	Operates a powered forklift truck on a regular and continuous basis to move merchandise or equipment in a distribution center. May load/unload trucks; may use a Hi-Rise to load items in storage racks.	•		•
12108	Order Picker/Packer	Verifies stock availability and picks the day's orders to be filled as accurately and completely as possible using established guidelines. May operate warehouse machinery (non-forklift) in accordance with established procedures as needed to maintain the warehouse stock.	•		•
12109	Shipper/Receiver	Packs and loads merchandise or material for shipment or delivery into truck and follows up on or investigates lost or misplaced goods. Packs outgoing shipments - labeling, billing, and weighing as required. Receives goods and unloads truck while directing merchandise to the appropriate area or organizes goods into storage area. Inspects shipments and records any overage/shortage/damage on bill of lading and/or receiving sheets.	•		•
12110	Warehouse/Distribution Center Worker/Equipment Operator	Under general supervision, responsible for moving, stocking, receiving, and packing outbound warehouse merchandise. Assists in inventory level maintenance and inventory counts. Operates warehouse equipment (non-forklift) as needed to complete tasks. Responsible for following warehouse safety regulations. May require certification to operate equipment.	•		•
12115	General Maintenance Technician II - Warehouse/Distribution Center	Under limited supervision, responsible for repairs, adjustments, and ongoing maintenance of facilities in a warehouse or distribution center. Performs electrical, painting, and/or carpentry repairs of fixtures and equipment on company premises. Conducts periodic inspections to determine maintenance work required. Maintains all equipment necessary to perform work. May provide work leadership to lower level maintenance workers. Evaluates requests for repairs. Acts as liaison with outside contractors. Works with wide variety of equipment. May require working with blueprints.	•		•
12120	General Maintenance Technician I - Warehouse/Distribution Center	Under general supervision performs semi-skilled work in general maintenance and minor repair of buildings and equipment in a warehouse or distribution center. Responsible for repairs, adjustments, and ongoing maintenance of facilities. May perform electrical, painting, and/or carpentry repairs of fixtures on company premises. Duties may increase in scope as the employee becomes more skilled, but the primary emphasis is on performance of a variety of maintenance tasks, rather than in high degree of skill in any particular trade. Skills are typically learned through previous experience rather than formal training.	•		•
1065	Inventory Control Clerk	Audits purchase requests and prepares purchase orders. Maintains files and records of materials and price inventories. Prepares deliveries and corresponds with suppliers and purchasing agents to coordinate inventories. May perform cycle counting.	•		•
1075	Janitor/Sanitarian	Assists in cleaning the warehouse and surrounding grounds according to sanitation standards.	•		•
1080	Garage Mechanic "A"	Performs more skilled maintenance repairs on tractors and trailers.	•		•
1085	Garage Mechanic "B"	Assists and performs light maintenance repairs on tractors and trailers.	•		•
1090	Forklift Mechanic	Performs maintenance repairs on forklifts, jacks, etc. Must be forklift and pallet jack certified.	•		•
1100	Truck Maintenance Attendant	Fuels and maintains oil levels in trucks and refrigerated trailers. Washes inside of trailers using a high-pressure system.	•		•
1110	Tractor Trailer Driver	Delivers orders/merchandise to stores as scheduled and without damage. CDL required.	•		•
1140	Electrician	Conducts repairs and maintenance of an electrical nature.	•		•
1155	Warehouse/Distribution Center Computer Operator	Responsible for acquiring store orders, checking for validity, processing and printing. Provides first level user support.	•		•
1035	DOT Compliance Coordinator	Maintains necessary transportation documentation that affect transportation records or federal DOT regulations. Responsible for maintenance of all driver qualification files and driver updates. Responsible for various transportation reports, including fuel reports. Provide administrative support to transportation management and transportation projects as needed.	•		•
1045	Warehouse/Distribution Center Industrial Engineer	Maintains labor tables for the distribution center. Audits labor standards and piece count requirements. Recommends change, develops, documents and implements work measurement programs. Analyzes cost saving proposals.	•		•
1115	Spotter	Moves trailers to and from doors, buildings, and areas in the lot as necessary. Pre-trips equipment. May perform pre and post route inspection. May also be known as Yard Jockey and Switcher.	•		•
1125	Product Recovery Clerk	Responsible for sorting returned products by vendor to ensure proper credit given. Scans returns accurately and efficiently. Maintains records of returned products and loads boxes onto scan line.	•		•
13000	Top Human Resource Executive	Top human resource management position with responsibility for the development and implementation of organization-wide policies and programs encompassing all, or nearly all, aspects of human resource management including employment, employee/labor relations, employee benefits, compensation, employee training, placement, organizational development, safety, security, drug control, ADA and EEO compliance, and employee assistance. Duties may also include direction of office services, facilities, and international human resources. Works directly with top management in developing human resources strategies and policies. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO), Chief Operating Officer (COO), or Chief Administrative Officer (CAO).	•		
13001	Human Resource Manager	Responsible for practices and policies in employment, employee relations, compensation and benefits, orientation and training, safety and health, and employee services. Major HR policies are generated from the parent company. Typically reports to the Top Human Resource Executive.	•		
13002	Top Training and Development Executive	Responsible for the development of objectives, policies, and programs relating to all training and/or management development programs. Develops strategic planning and implementation of organization development and training services. Ensures consistent application of training standards throughout the organization. Oversees planning and concept development. May participate in identification of succession planning initiatives. Typically reports to the Top Human Resource Executive.	•		
13003	Training and Development Manager	Primary responsibilities include the development and implementation of all training programs in accordance with company initiatives and strategies. Oversees logistics of trainings including location and supplies. Manages and evaluates trainers' performance and the infrastructure of the training department. Typically reports to the Top Training and Development Executive or Top Human Resources Executive.	•		

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13004	Training Manager	Develops and implements training programs to ensure maximum effectiveness of store staff in a retail setting. Develops and conducts classroom training sessions for Cashiers, Store Managers, Area Managers, and Region Managers. Coordinates relevant training opportunities so that store staff are trained in appropriate methods of Store/Field Operations and Management. This is not a top corporate position and typically reports to the Training and Development Manager or Top Training and Development Executive.	•		
13005	Training Specialist	Conducts new and remedial training programs for store staff. Coordinates resources, training facilities, and materials under the direction of the Training Manager.	•		
13006	Top Compensation and Benefits Executive	Top position responsible for all compensation and benefits programs for all employees including design, implementation, and administration of programs. Compensation duties often include job descriptions, job evaluation, performance appraisal, merit and other salary increases, compensation surveys, incentive plans, and stock option and other executive programs. Benefits responsibilities often include life, health, and disability insurance programs, profit-sharing, and related retirement programs. Often responsible for HRIS systems and for selection and supervision of benefits consultants, brokers, trustees, and necessary legal assistants. Frequently reports to the Top Human Resource Executive. Note: Do not match this position if employee is responsible for compensation only or for benefits only. This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.	•		
13007	Top Compensation Executive	Top position responsible for directing the planning, administration, and implementation of job evaluation, performance appraisal, and wage and salary management programs for the organization. Plans and administers all incentive programs within the guidelines of established policies. Manages the conduct or participation in wage and salary surveys and recommends changes to ensure the maintenance of the organization's compensation objectives and competitive position in the marketplace. May have overall responsibility for implementing stock option plans and other executive compensation long-term incentive plans. Frequently reports to the Top Human Resource Executive or Top Compensation and Benefits Executive. Note: This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.	•		
13008	Top Benefits Executive	Top position responsible for the planning and administration of the various employee benefit programs, including, but not limited to, life, health, and disability insurance as well as pension, profit-sharing, and related retirement programs. Recommends new and/or improved employee benefit plans and cost-saving measures. Ensures compliance with all legal requirements of various employee benefit programs and prepares and files required legal reports. Usually responsible for HRIS systems and for selection and supervision of benefits consultants, brokers, trustees, and necessary legal assistants. Frequently reports to the Top Human Resource Executive or Top Compensation and Benefits Executive. Note: This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.	•		
13009	Recruiting Manager	Implements the organization's recruitment strategy so that job vacancies are quickly filled, new employees are smoothly integrated into the organization and the candidates selected best match the needs of the position and the business. Directs the organization's recruitment activities to ensure the best selection for each role and the recruitment process is conducted efficiently, economically and in accordance with the organization's policies and standards. These activities may include advertising, interviewing, testing, selecting candidates; checking references; negotiating employment offers; relocation; orientation and introductory training. Selects and manages ongoing relationships with recruitment agencies to ensure satisfactory standards of service.	•		
13010	Recruiter	Responsible for screening and hiring staff. Assesses applicant flow and works with Human Resource Manager to determine methods and support actions to ensure adequate staffing needs. Ensures the diversity of the marketplace is reflected in candidates selected. Requires flexibility to adjust working hours to meet staffing needs. Typically reports to the Recruiting Manager.	•		
13011	HR Recruiter and Generalist - Regional or In-Store	Responsible for employee relations, training, recruiting/outplacement, and answering routine employee questions on benefits and HR policies. Typically has responsibility for one large store or a geographic group of stores.	•		
13012	Human Resource Generalist - Corporate	Responsible for administration of company employment policies, employee relations, and compensation and benefits. May also have responsibility for recruiting/outplacement, orientation, training, and other employee services.	•		
13013	Organizational Development/Performance Consultant	Functions as an internal consultant to assess, measure, and enhance the performance of employees. Designs, implements, and executes performance improvement interventions in the areas of leadership development, change management, client satisfaction, team development, and communication. May also be responsible for applicant testing, interviewing, performance appraisals, 360-degree feedback forms, and employee attitude surveys. Individual contributor role without significant supervisory responsibility.	•		
14000	Top Loss Prevention Executive	Top position responsible for evaluating and reviewing current loss prevention methodologies, efforts, procedures, and policies. Safeguards company assets from shrinkage through theft or poor paperwork. May be responsible for physical security of home office building(s) and distribution center(s), but primary emphasis is on in-store theft prevention and security. May do executive investigations. May have an Auditing department monitoring cash flow documents. Improves the organization's profit while minimizing their legal exposures. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Chief Financial Officer (CFO).	•		
14001	Region Loss Prevention Manager	Manages the Loss Prevention (including shrinkage), Incident Loss, and Crime Management function of regional stores and distribution centers. Responsibilities include loss investigations, monitoring of safety standards, and maintenance of local community relationships. Manages the loss prevention audit program to ensure frequency of audits is maintained throughout the region and compliance levels meet company guidelines. Typically reports to the Top Loss Prevention Executive.	•		
14002	District Loss Prevention Manager	Manages the Loss Prevention, Incident Loss, and Crime Management function of multiple stores including loss investigations and the monitoring of safety standards. Ensures loss prevention programs are being executed to minimize losses in the district. Provides critical direction related to the development and implementation of loss prevention procedures. May manage and develop Store Level Loss Prevention staff within the district. Typically reports to the Region Loss Prevention Manager.	•		
14003	Store Loss Prevention Manager	Conducts comprehensive studies and investigations of store losses within an assigned area. Establishes good working relationships with law enforcement authorities within the assigned area. Implements security and safety programs to promote awareness, prevention, and control of losses and safety-related incidents. Typically reports to the Region or District Loss Prevention Manager.	•		
14004	Store Loss Prevention Representative	Responsible for detecting and resolving internal and external theft incidents. Tours store daily, identifying deficiencies and implementing or recommending corrective action. Aware of high pilferage areas in order to reduce/control merchandise losses. Completes and maintains loss prevention records. Knows established register policies and procedures.	•		
14005	Field Auditor	Responsible for traveling to stores to review store operating documents to verify compliance to policies and procedures, especially concerning shrinkage. Will assist Loss Prevention Managers in case investigations but typically does not personally engage in interviewing theft suspects. May be responsible for counting merchandise and adjusting inventory levels. May also verify that company funds are accounted for and that units are complying with company policy in the area of money handling and security.	•		

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14007	Loss Prevention Director - Warehouse/Distribution Center	Provides loss prevention services within multiple distribution facilities and throughout the supply chain. Hires, develops and manages Loss Prevention team. Working with corporate, directs all loss prevention programs and investigations. Supervises Loss Prevention Representatives and other team members as assigned. Identifies key business opportunities and shrinkage reduction programs. Assists in preparation of annual budget and continuous monitoring of budget. Typically reports to the Top Loss Prevention Executive.	•		
14008	Loss Prevention Representative - Warehouse/Distribution Center	Secures the facility as directed by management, and assists in all aspects of loss prevention at the distribution center. Patrols and supervises the actions of employees and visitors. Trains new employees and contract security officers as directed. Performs shortage research and generates incident reports. Typically will report to the Loss Prevention Director - Warehouse/Distribution Center.	•		
14009	Corporate Loss Prevention Investigator	Responsible for managing the information management systems for the Loss Prevention department. Utilizes exception reporting systems, field audits, and all available information to maintain a comprehensive investigative approach with a focus on quality cases. Communicates daily with Region Loss Prevention Managers on investigation status and any loss prevention concerns/issues. Shares unique investigative findings, store control failures, and trends.	•		
14010	Corporate Operations Loss Prevention Manager	Responsible for managing and directing the information management systems, physical security systems, and related equipment for the Loss Prevention department. Manages loss prevention initiatives, operations, and budgeting process. Coordinates all loss prevention support activities for field and logistics organizations. Monitors capital and expense plans to budget. Directs analysis of shrink results vs. plan. Manages vendor relationships and evaluates vendor performance. Represents Loss Prevention to other corporate departments. Responsible for the planning, analysis, and implementation of capital initiatives. Develops supporting documentation and cost/benefits analysis for capital expenditures. Typically based in the corporate office.	•		
15014	Marketing Director	Responsible for development, implementation, and evaluation of all marketing policies. Primary responsibilities include activities such as market research, advertising and promotion, and new product development. Conducts focus groups and statistical analysis of customer buying patterns for a strategic overview of the company's market share and positioning. Typically reports to the Chief Marketing Officer (CMO) or the 2nd Level Marketing Executive.	•		
15001	Marketing Manager	Manages, develops, and plans the marketing of the company's products and services through the effective implementation of advertising. Designs marketing promotional programs. May be responsible for a particular region or market. Reviews and analyzes reports to ensure that sales and gross profits are meeting goals and detects and resolves problems as they occur. Typically reports to the Marketing Director.	•		
15000	Product/Category Manager	Manages, develops, and designs national marketing strategies for one or more company products. Researches and evaluates new product opportunities within assigned categories. May negotiate with vendors on national promotions of products. Reviews and analyzes reports to ensure sales and gross profits are meeting goals and detects and resolves problems as they occur.	•		
15016	Top Visual Merchandising Executive	Top position responsible for the overall look of the stores including windows, sales floor signage, and displays. May publish planograms, indicating where and how to place merchandise on the sales floor for best visual advantage. This is typically a single incumbent position and may report to the Top Operations Executive or General Merchandise Manager (GMM).	•		
15002	Merchandise Presentation Manager	Manages and directs the creation, interpretation, and coordination of all visual media in merchandise presentation through the use of unique display and signing methods and materials. May supervise the coordination of store-wide promotions for departmental areas and windows on a national level. Typically reports to the Top Visual Merchandising Executive.	•		
15003	Merchandiser	Supports Store/Field Operations in applying merchandising standards and training Store staff in that aspect. Responsible for implementing company standards for store appearance and arrangement. May coordinate signage for any special promotions. Assists operations with store layout to ensure proper merchandise placement and flow of one store location or local group of stores.	•		•
15005	Space Management Manager	Manages the design and implementation of plans for the efficient use of sales space in retail outlets to maximize sales, brand image, store profit, and customer satisfaction. Researches sales history and Store Operations staff needs and trends in space management planning.	•		
15006	Space Management Coordinator	Under general supervision, creates and distributes the plans for the efficient use and maximum sales impact of sales space in retail outlets to maximize sales, store profit, and customer satisfaction. Responsible for assembling planogram materials and supplying them to all retail outlets. Also responsible for training on creating window and point-of-purchase displays.	•		
15007	Visual Merchandiser/Decorator	Supports store sales by coordinating the design and implementation of appealing and interesting presentations, ensuring visual merchandising standards are met. Ensures that store environment is stimulating at all times. Modifies displays as appropriate. Communicates with store management regarding overall store visual display and presentation.	•		
15026	Consumer Insights Director	Develops research strategies and insights designed to improve business performance, drive key decisions, and accomplish the strategic objectives of the organization. Uses customized research studies to address specific business issues and formulate insight-based recommendations linked to strategic and financial outcomes. Drives the analysis of the statistical market and consumer data to assist in category management initiatives. Identifies new product opportunities based on additional insights and findings and outlines the courses of action needed based on results of the research.	•		
15008	Market Research Manager	Responsible for recognizing consumer needs and potential industry opportunities for the company. Oversees the development and implementation of consumer research and the selection of intermediary research providers. Coordinates all assigned marketing research, evaluates consumer reaction to a variety of marketing programs, performs data analyses, and recognizes operational and marketing strengths and weaknesses. Trains and supervises staff of Market Research Analysts.	•		
15009	Market Research Analyst	Under the direction of the Market Research Manager, initiates and plans existing and new product development research projects. Responsibilities include research design, data analyses, and proposals. May assist with the design, implementation, and analysis of ad hoc research programs. Maintains department databases. Typically reports to the Market Research Manager.	•		
15012	Top Advertising Executive	Top position responsible for advertising. Creates and buys media space to sell either the company image or specific goods. Media placement and copywriting separate this position from an Art department position. Develops and implements advertising programs and training on marketing plans and programs. This is typically a single incumbent position and may report to the Chief Marketing Officer (CMO) or the 2nd Level Marketing Executive.	•		
15013	Top Advertising and Sales Promotion Executive	Top position responsible for advertising and sales promotion. Selects and places media to sell either the company image or specific goods. Sales promotion commonly puts emphasis on mailings, coupons, events, and point-of-purchase material. Develops and implements advertising programs, sales promotions, and training on marketing and sales plans and programs. This is typically a single incumbent position and may report to the Chief Marketing Officer (CMO) or the 2nd Level Marketing Executive.	•		
15004	Advertising and Sales Promotion Manager	Develops and implements advertising programs, sales strategies, promotions, and training of operations and employees on marketing plans and programs. Typically reports to a Marketing and Sales Executive.	•		

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15015	Art/Creative Director	Responsible for the strategic direction, development, and execution of a wide range of design projects, including print, digital, video, and photography, to promote and enhance the brand strategy. Oversees the design output of the graphic design and creative studio groups who create imagery for the Advertising, Sales Promotion, Store, and Digital/E-Commerce groups. Counsels internal clients on corporate identity and design standards and policies. Requires extensive knowledge in design, copy, and digital best practices. This position may report to the Chief Marketing Officer (CMO) or the 2nd Level Marketing Executive.	•		
15011	Graphic Designer	Creates design ideas, advises on layout, typefaces, colors and styles for use in the organization's advertisements, product marketing, packaging, sales materials, and other promotional materials. Uses graphics software (e.g., Quark, Illustrator, Photoshop, Acrobat) and/or web-based graphics and design tools (e.g., Flash, FrontPage and Dream Weaver) to design and produce finished artwork. Has significant experience with and knowledge of printing processes. May coordinate in-house & outside vendor services.	•		
15017	Photographer	Operates required types of photographic equipment to obtain pictures/video/digital images of products, persons, buildings, and objects used for e-commerce, advertising, public relations, catalogs, and associated projects. Works closely with the Art Director to develop and maintain visual standards.	•		
15018	Print Production Coordinator	Responsible for negotiating printer prices and coordinating the production and distribution of printed media such as sales promotion materials, published reports, benefits booklets, etc. Works closely with Graphic Artists and print shops and/or print vendors.	•		
15010	Copywriter	Works closely with Marketing, Buying, and e-Commerce teams to create the best possible messages for products and services in a timely manner to maintain schedules. Proofreads all ads to maintain integrity of the original copy. May maintain a copy database in order to provide versions as required. May assist in the creation of signage. Maintains the corporate copy style.	•		
15030	Copy Editor	Edits product copy for continuity, grammar, sentence structure, and typographical errors. Works closely with copywriters to ensure corporate copy style is maintained.	•		
15031	Photo Editor	Reviews and selects photos, and performs any necessary editing. Coordinates the type and number of photos needed. May select images for online use and create web graphics. Works with photographers, stylists, and merchandisers.	•		
15032	Product Model	Models a variety of apparel, accessories, and other products for shots in the photo studio. When not modeling, may assist with merchandise and sample preparation in the studio.	•		
15033	Stylist	Responsible for ensuring the styling of the photo set is in line with brand aesthetics. Stays within the timeframe on number of shots per day while not compromising the aesthetics. Partners with Creative team and Brand Design team to ensure clear understanding of messages. Oversees and directs assistant stylists and freelance staff. Maintains and organizes product, supplies, and equipment.	•		
15034	Assistant Stylist	Supports the lead stylist in the styling of the photo set. Organizes product to ensure number of shots per day meets expectations. Maintains and organizes product, supplies, and equipment.	•		
16023	Photo Art Director	Creates and directs photo shoots, while supervising a team of photographers, stylists, and models. Carries out creative objectives that support established merchandising and company brand directives. Manages a high volume of shots while maintaining quality and brand consistency.	•		
16024	Studio Manager	Manages the activities of the photo studio, including set builds, equipment maintenance, staffing, and expenses. Leads creative, technical, and operational teams to achieve production goals while maintaining high quality images. Drives an efficient process for obtaining samples on a timely and cost-efficient basis.	•		
15020	Special Events Manager	Plans and executes logistics for special events. Partners with vendors and internal stakeholders as required. Conducts reconciliations and makes periodic reports on activities and cost. Typically this role is based in the corporate office.	•		
15019	Special Events Coordinator	Responsible for implementing media events like new store openings, celebrity events, and other sales promotion projects. Coordinates logistics, setup/knockdown, and on-site problem resolution. May also coordinate large employee group meetings as well.	•		
15025	Social Media Manager	Responsible for managing the company's social media strategy and presence. Develops and implements content on social networking websites. May actively participate in a variety of social media platforms such as YouTube, Facebook, LinkedIn, Twitter, message boards and blogs on behalf of the company. Works with marketing teams to support product launches and store events.	•		
16014	CRM Manager	Responsible for the development and implementation of customer relationship management expansion and retention strategies. Maintains loyalty and segmentation programs. Develops and monitors the application of operating systems including policies and procedures, operating structure, and information flow. Owns database management including customer acquisition and retention. Ensures that the volume of work produced meets product/service standards and exceeds quality standards. May develop business plan for team/group operations including budget development.	•		
15990	Top Merchandising Executive	Top position with overall responsibility for the organization's buying and merchandising strategies. Develops overall product assortment strategy to maximize sales and profits. Establishes/maintains programs, procedures, and guidelines to ensure brand and financial objectives are achieved. Establishes guidelines or may be responsible for price levels/ranges and markdowns. May have responsibility for vendor relationships, Supply Chain Management, and Merchandise Planning functions. This is typically a single incumbent position. Typically reports to the Chief Executive Officer (CEO).	•		
16000	General Merchandise Manager (GMM)	Responsible for achieving brand and financial objectives for a very large class of merchandise (not for the entire organization). Supervises Divisional Merchandise Managers and Buyers to achieve this objective. Analyzes sales and market trends to establish overall product assortment strategy. Establishes product specifications. Sets price levels/ranges and markdowns. Negotiates very large contracts or manages the relationship of large vendors to ensure vendor compliance with guidelines. May partner with the planning group to create monthly (or periodic) sales goals. Plans the inventory levels for season, department, or class of merchandise. This position typically reports to the Top Merchandising Executive.	•		
16001	Division Merchandise Manager (DMM)	Responsible for achieving brand and financial objectives for a class of merchandise (not for the entire organization). Supervises a group of Buyers to achieve this objective. Analyzes sales and market trends to establish overall product assortment strategy. Establishes product specifications. Sets price levels/ranges and markdowns. May negotiate very large contracts or manage the relationship of large vendors to ensure vendor compliance with guidelines. May partner with the planning group to create monthly (or periodic) sales goals. Plans the inventory levels for season, department, or class of merchandise. Depending on the size of the organization, this position may report to a General Merchandise Manager (GMM) or to the Top Merchandising Executive.	•		
16002	Senior Buyer	Responsible for unusually high dollar volume or complex products being bought. May train other Buyers. May supervise a small staff, but is ranked between Buyer and DMM. Open market buying primarily, but may work with US manufacturers. Responsible for merchandise design and production in domestic and/or overseas plants.	•		
16003	Buyer	Evaluates, negotiates, and prices products for assigned merchandise categories and has open-to-buy authority. May have sourcing responsibilities. Monitors sales and margins through vendor negotiations and promotional opportunities. May work with domestic vendors to produce house label goods. Typically reports to the Division Merchandise Manager (16001).	•		
16004	Associate Buyer	Assists the Buyer but typically has an open-to-buy authority within a portion of the Buyer's category for reorders or test quantities. The Buyer typically retains responsibility over the merchandise category.	•		

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16005	Assistant Buyer	Under the direction of the Buyer, sources, evaluates, negotiates, and prices products for assigned categories. Assists in the monitoring of sales and margins through vendor negotiations and promotional opportunities. Entry-level position.	•		
16006	Top Merchandise Planning and Allocation Executive	Top position responsible for financial inventory planning and directing allocation of merchandise. Oversees high-level strategic business analysis. Develops company seasonal financial targets/plans. Coordinates the in-season business review and reaction process. Ensures the allocation/replenishment strategies and processes are in place in order to maximize sales, gross margin, and turnover. Advises Buyers on optimum unit purchase planning and stock ratios. Does gross margin planning and analysis for Buyers. This is typically a single incumbent position and may report to the Chief Executive Officer (CEO) or Top Supply Chain Executive.	•		
16026	Merchandise Planning Director	Responsible for achieving financial goals by strategically managing the merchandise planning, allocation, and replenishment functions. Creates, monitors, and analyzes plans and forecasts. Oversees the Merchandise Planning staff in performing analysis and various financial reports, and assists with the in-season business review and reaction process. Typically reports to the Top Merchandise Planning and Allocation Executive.	•		
16007	Merchandise Planning Manager	Responsible for the management of the Merchandise Planning, Allocation, and/or Replenishment functions. Works with Merchandising, Finance, and Account Management to determine internal analytic, financial reporting, and budgeting needs for the merchant organization. Manages the Merchandise Planning staff in performing analysis and various financial reports that focus on assisting management in understanding and projecting merchandise sales, margin, and expense performance. Evaluates and develops merchandise systems and procedures. Typically reports to the Top Merchandise Planning and Allocation Executive or Merchandise Planning Director.	•		
16008	Senior Merchandise Planner	Supervises Merchandise Planners and is responsible for selected categories of merchandise, often corresponding to the DMM merchandise groupings. Only implements allocation of goods, per Buyer instructions. Advises Buyers on optimum unit purchase planning and stock ratio allocations. Does gross margin planning and analysis for Buyers. Typically reports to the Top Merchandise Planning and Allocation Executive.	•		
16009	Merchandise Planner - Retail	Develops and implements sales plans and budgets for assigned categories or departments. Researches and analyzes sales trends, history, revenues, inventory, and other business components to forecast business needs and trends. Plans and coordinates merchandise flow-through. Typically works with Buyers, Division Managers, and Merchandise Managers and reports to the Top Merchandise Planning and Allocation Executive.	•		
16010	Merchandise Distributor/Allocator	Facilitates the replenishment of merchandise by stock keeping unit (SKU). May also coordinate inter-store transfers of merchandise. Analyzes product flow and sales trends to accurately forecast future product needs. Determines, reviews, and maintains optimum stock levels at the distribution center and the retail stores in a specific merchandise category. Also assists the Merchandise Planner in the pre-season planning process. Typically reports to a Merchandise Planner.	•		
16027	Product Developer	Responsible for developing new product ideas that will drive sales and fit brand standards. Engages in market analysis and works with buyers to keep up to date on trends. Works closely with vendors to ensure new products meet appropriate standards.	•		
16015	Top Import Coordination and Production Executive	Top position responsible for imports and/or offshore merchandise production, including licensing and monitoring production at offshore factories. Responsible for both overseas production standards and shipping/import/quota management. May assist Traffic department or third-party contractor with shipping arrangements through Customs. Primarily an overseas production Quality Control position with limited logistics responsibility. This is typically a single incumbent position. May report to the Top Merchandise Planning and Allocation Executive, Top Supply Chain Executive, or Controller.	•		
16016	Production Manager - Retail	Monitors factory production of house label goods, ensuring conformity to specifications and quality. Responsible for coordinating shipping from factory to distribution, and may be responsible for working with overseas factories and overseeing import shipping arrangements through Customs. Typically reports to the Top Import Coordination and Production Executive, Merchandise Buying or Quality Control.	•		
16011	Top e-Merchandising Executive	Top position responsible for the organization's e-commerce merchandising strategy. Develops overall product assortment strategy to maximize sales and profits. Establishes/maintains programs, procedures, and guidelines to ensure brand and financial objectives are achieved. Establishes guidelines or may be responsible for price levels/ranges and markdowns. May have responsibility for vendor relationships, and works closely with Supply Chain and Merchandise Planning functions. This is typically a single incumbent position and may report to the Top e-Commerce Executive or a Top Merchandising Executive.	•		
16012	Top e-Commerce Technology Executive	Top position responsible for establishing current and long-range direction of technology aimed at keeping the organization on the forefront of change. Acts as highest interface with non-technical user functions, including merchandising, marketing, and creative teams. Responsible for developing new and maintaining current e-commerce vendor relationships. Leads the identification, development, implementation, integration, and ongoing support of technical strategies or processes within the e-commerce aspect of business.	•		
16013	e-Commerce Director	Develops and executes the organization's e-commerce strategy. Oversees e-commerce merchandising, marketing and creative project management teams. Aligns with the organization's omni-channel strategy, to ensure a consistent brand experience across channels. Partners with IT teams to develop e-commerce capabilities. May work with an outsourced e-commerce vendor. Typically reports to the Top e-Commerce Executive.	•		
16017	e-Commerce Technical Manager	Responsible for IT project management, specific to e-commerce applications. Oversees programming staff (internal and/or contract staff), ensuring that deadlines, hardware, and programming specifications are met. Responsibilities may include business-to-business as well as business-to-consumer. Duties may include project budgeting and hiring staff or directing an outsourced programming service.	•		
16021	e-Commerce Creative Director	Creates vision for the global online presence of the brand and ensures the organization's e-commerce marketing initiatives support the brand and global positioning. Oversees creative project management teams, including studio teams with e-commerce responsibility. Closely monitors e-commerce and industry trends and adjusts sites accordingly. Typically reports to the Chief Marketing Officer (CMO) or 2nd Level Marketing Executive.	•		
16035	e-Commerce Content Manager	Responsible for creating and maintaining accurate and compelling content for website and other online communications media. Ensures content is structured to meet users' needs and organization's web strategy. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. Gathers audience feedback for website improvement and enhancements. Works closely with marketing and web design team to ensure content is relevant and timely.	•		
16038	Digital/e-Commerce Marketing Director	Manages and develops strategies in the conception, coordination, and control of Internet/Digital Marketing. Work is focused on developing marketing strategies and delivering promotional marketing messages to consumers online with the intent of generating traffic and sales on the organization's e-commerce site. Plans, develops, and implements internet marketing strategies to promote products/brands online (e. g., email, search engine, social media, display and mobile advertising, etc.). Analyzes online traffic analytics and develops actions to improve marketing campaign performance. Identifies online marketing and buying trends and insights to optimize online marketing spend and campaign performance. Oversees development of e-marketing content and material (e. g., e-newsletters, e-magazines, website and blog content, social media accounts, etc.).	•		

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16040	Digital/e-Commerce Marketing Manager	Oversees the strategy implementation and operations in the conception, coordination, and control of Internet/Digital Marketing. Work is focused on developing marketing strategies and delivering promotional marketing messages to consumers online with the intent of generating traffic and sales on the organization's e-commerce site. Plans, develops, and implements internet marketing strategies to promote products/brands and services online (e.g., email, search engine, social media, display and mobile advertising, etc.). Analyzes online traffic analytics and develops actions to improve marketing campaign performance. Identifies online marketing and buying trends and insights to optimize online marketing spend and campaign performance. Oversees development of e-marketing content and material (e.g., e-newsletters, e-magazines, website and blog content, social media accounts, etc.).	•		
16042	Digital/e-Commerce Marketing Supervisor	Supervises professionals in the conception, coordination, and control of Internet/Digital Marketing. Work is focused on developing marketing strategies and delivering promotional marketing messages to consumers online with the intent of generating traffic and sales on the organization's e-commerce site. Plans, develops, and implements internet marketing strategies to promote products/brands and services online (e.g., email, search engine, social media, display and mobile advertising, etc.). Analyzes online traffic analytics and develops actions to improve marketing campaign performance. Identifies online marketing and buying trends and insights to optimize online marketing spend and campaign performance. Oversees development of e-marketing content and material (e.g., e-newsletters, e-magazines, website and blog content, social media accounts, etc.).	•		
16045	e-Commerce Marketing Coordinator	Assists the Digital/e-Commerce Marketing Manager in the execution of marketing campaigns, online marketing plans, web analytics and marketing campaign analysis.	•		
16048	e-Commerce Merchandise Manager	Responsible for the e-commerce merchandising strategy. Works closely with Merchandising to ensure appropriate merchandise assortments on the e-commerce site. Identifies opportunities to expand the online product assortment. May assist with setting price levels/ranges and markdowns. Works closely with Marketing to execute merchandising and promotional strategies online.	•		
16050	e-Commerce Merchandiser	Works with buyers and planners to develop online appropriate seasonal merchandise assortments. Ensures all product is posted to the site in a timely manner and is merchandised appropriately, identifies opportunities to expand the online product assortment, and works to improve onsite search results. May also partner with Marketing to execute merchandising and promotional strategies online.	•		
16030	e-Commerce Analyst	Enhances site performance metrics through web analytics and analytical business drivers. Provides performance reporting and translates data sets into actionable results that align the growth objectives. Identifies trends and opportunities and makes timely recommendations for website content changes that will drive current and future business. Bachelor's degree in computer science or marketing or related business degree plus two to five years analytical and trend analysis experience with one to two years e-Commerce expertise.	•		
16018	Website Designer	Under general supervision, designs and builds web pages using a variety of graphics software applications, techniques, and tools. Designs and develops user interface features, site animation, and special effects elements. Participates in user research, creates user interface detailed design, and performs usability tests. Contributes to the design group's efforts to enhance the appeal of the organization's online offerings. Designs the website to support the organization's strategies and goals relative to external communications. Typically requires two to four years of experience in the area of web design, user research and/or user experience design. Requires knowledge of web-based technologies including browsers ASP pages, HTML code, object-oriented technology, and graphics software.	•		
16019	Web Developer	Under general supervision, codes e-commerce websites using HTML, Visual Basic, or other web-based programming languages. Responsible for maintaining a functioning user-accessible website. May be involved in website planning and deployment. Writes technical documentation regarding the website's technical requirements. Typically requires a Bachelor's degree in computer science and one to four years of experience in web development.	•		
17000	Top Operations Executive	Top position responsible for all store operations within a unique brand or business with full profit and loss responsibility. The responsibilities may include franchised operations. Develops operational plans and policies. Assists with long-range business planning and strategy. Ensures the successful implementation of staff policies or programs, but does not have staff or buying responsibility. Typically reports to a brand or business executive.	•		
17001	Division/Zone Store Manager	Plans, controls, and directs the activities of stores within a division/zone and focuses on store level profit and loss responsibility. Acts within the scope of established objectives and policies to accomplish assigned goals. Reports to the Top Operations Executive. First multi-incident operations position directly above the Region Store Manager with responsibility for either all stores within a very broad geographic area (e.g., East Coast, West Coast) or a broad product category/group for all stores (e.g., appliances, hardware).	•		
17002	Region Store Manager	Oversees the operation of a number of retail stores in a given geographic region smaller than a division/zone. May be responsible for sales and profit results, retail price and margins on merchandise, net operating cost, and expense control for the region. Trains and selects District/Area Managers and Store Managers with overall decision-making authority for stores within a region. Typically reports to the Division/Zone Store Manager.	•		•
17003	District Store Manager	Oversees the operation of a given number of retail stores in a given geographic area smaller than a region. Responsible for staffing store management positions and training managers to operate stores according to corporate policies. Monitors cash flow and inventory controls and may have pricing authority. Major responsibility is to implement and maintain company policies for stores within a district. Typically reports to the Region Store Manager.	•		•
17004	Area Store Manager	Oversees the operation of a given number of retail stores in a given geographic area smaller than a district. Responsible for staffing store management positions and training managers to operate stores according to corporate policies. Monitors cash flow and inventory controls and may have pricing authority. Major responsibility is to implement and maintain company policies for area stores. Typically reports to the District Store Manager.	•		•
17005	Area Store Manager Trainee	Under the direction of the Area Store Manager and/or other store management, engages in training to ultimately oversee the operation of a given number of retail stores in a given geographic area smaller than a district. Monitors cash flow and inventory controls and overall profitability of assigned area. Assists with store management recruiting, training, performance reviews, and discipline. First level above Store Manager and typically acts as an Assistant Area Manager in a large area until ready to split off and assume responsibility for a group of stores.	•		•
17006	Store Manager	Manages the overall daily operation of a store including hiring, discipline, and scheduling of employees to ensure cost effective and quality Store/Field Operations. Maintains inventories at adequate levels, promotes sales, and maintains the appearance of the store. Completes accounting and paperwork associated with cash receipts and prices and conducts physical inventories. Typically reports to either the Area Store Manager or the District Store Manager.	•		•
17007	Store Co-Manager	Assists the Store Manager in managing the overall daily operations of a store, including the hiring, discipline, and scheduling of employees to ensure cost effective and quality store/field operations. Participates in the achievement of store objectives. Assists in completing accounting and paperwork associated with cash receipts and prices and conducts physical inventories. Where organization design specifies two or more distinct levels of Assistant Manager within a store, this position represents the highest level.	•		•
17008	Assistant Store Manager (hourly)	Assists the Store Manager in the daily operation of a retail store. Under the direction of the Store Manager, schedules employees, maintains inventories, conducts physical inventories, maintains store appearance, and completes day-to-day paperwork as directed. Where organization design specifies two or more distinct levels of assistant managers within a store, this position represents the lowest level. (Submit hourly pay)	•		•

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17009	Assistant Store Manager (annual)	Assists the Store Manager in the daily operation of a retail store. Under the direction of the Store Manager, schedules employees, maintains inventories, conducts physical inventories, maintains store appearance, and completes day-to-day paperwork as directed. Where organization design specifies two or more distinct levels of assistant managers within a store, this position represents the lowest level. (Submit annual pay)	•		•
17010	Store Manager Trainee	Under the direction of the Store Manager, engages in a structured training program designed to teach all aspects of store management. This training program may combine classroom and in-store training and is structured for a specific period of time. Entry-level position in the store management hierarchy.	•		•
17011	Department Manager	Under the direction of the Store Manager, is responsible for the in-store/field operations that are directly involved in the sale of merchandise for an accountable selling area or areas. Responsible for maximizing sales, profit, and inventory objectives within these areas. Supervises, trains, and develops all Sales staff associated with these specific areas.	•		
17012	Team Leader/Shift Supervisor	Responsible for in-store operations specific to the sale of merchandise, for an accountable selling area or areas. Under the direction of the Store Manager, Assistant Store Manager, or Department Store Manager, maintains inventory, ensures correct pricing, assists with training, maintains store's appearance (cleanliness and stock), and assists with shift changes. May report to any member of store management.	•		
17040	Store Operations Director	Develops and implements operational plans and policies that align with the organization's vision and its current and long-term business objectives. Leads the retail operation support team, providing effective direction to optimize store operation and performance. Monitors operational standards, including shrink, financial expectations and new initiatives. Frequently reports to a Top Operations Executive.	•		
17013	Store Operations Administrator	Acts solely as a coordinator between store and corporate locations, typically staff support, but does not supervise the stores. Typical duties may include: new store opening coordination, store payroll administration, store incentive plan, payroll payment coordination, event planning, contest planning and promotion, similar info clearinghouse functions, and distributing communications to/from the stores/corporate.	•		
17014	Regional Assistant	Responsible for assisting the Region Store Manager in a variety of administrative and operational duties. Duties include communicating decisions and initiatives to Store Managers, while providing assistance and follow-up on policies, procedures, and projects to multiple districts and stores. Incumbent is the primary interface between corporate headquarters and field operations and coordinates accurate information flow in both directions. Responsible for composing correspondence (letters, memos, e-mails, etc.) in addition to making travel arrangements. Incumbent has functional area knowledge and pulls budget reports; reconciles expense reports and is responsible for meeting materials and agendas. Typically reports to the Region Store Manager.	•		•
17017	Photo Lab Supervisor	Oversees operation of the Photo Lab. Supervises Photo Lab employees and their activities. Assists customers with questions, problems, and complaints. Responsible for training Photo Lab employees on lab procedures and customer service issues. Also responsible for the display and merchandising of the Photo Lab area. Typically reports to the Store Manager.	•		
17018	Photo Lab Technician	Under the direction of the Photo Lab Supervisor, performs functions necessary to process customer orders. Performs photofinishing activities and maintains processing equipment. Assists customers with the selection and purchase of all Photo Lab services.	•		
17019	Maintenance Manager	Manages the maintenance of physical assets through monitoring parts inventory, work order scheduling, and review of accounts payable and contractor coordination for specified locations. Typically reports to the Top Facilities/Maintenance Executive.	•		
17020	Maintenance Supervisor	Supervises the scheduling of equipment and building maintenance. Typically supervises three to eight technicians and reports to the Maintenance Manager.	•		
17021	General Maintenance Technician II - Stores	Under limited supervision, responsible for repairs, adjustments, and ongoing maintenance of facilities in a retail store. Performs electrical, painting, and/or carpentry repairs of fixtures and equipment on company premises. Conducts periodic inspections to determine maintenance work required. Maintains all equipment necessary to perform work. May provide work leadership to lower level maintenance workers. Evaluates requests for repairs. Acts as liaison with outside contractors. Works with wide variety of equipment. May require working with blueprints.	•		•
17022	General Maintenance Technician I - Stores	Under general supervision performs semi-skilled work in general maintenance and minor repair of buildings and equipment in a retail store. Responsible for repairs, adjustments, and ongoing maintenance of facilities. May perform electrical, painting, and/or carpentry repairs of fixtures on company premises. Duties may increase in scope as the employee becomes more skilled, but the primary emphasis is on performance of a variety of maintenance tasks, rather than in high degree of skill in any particular trade. Skills are typically learned through previous experience rather than formal training.	•		•
17023	Cashier	Receives funds from customers and records monetary transactions incidental to the conduct of a retail sales business. Counts money to verify amounts and issues receipts for funds received using a cash register. May perform some or all of the following: prepare bank deposits, make cash disbursements or prepare checks in payment of approved expenditures, and perform related clerical duties. May maintain appearance of store and/or restock merchandise. Typically reports to the Store Manager or Head Cashier in larger stores.	•		•
17024	Crew Member	Provides products and services to customers efficiently while following established safety, cleanliness, and security procedures. Primarily found in the food service industry and typically cross-trained to work in several different areas. May be required to work several positions within a short period of time during peak volume periods.	•		
17025	Sales Specialist	Provides a high level of customer service support with product expertise and advanced selling skills. Sales Specialists use both experience and knowledge to build customer relationships and drive sales. Typically reports to the Store Manager or Department Manager.	•		
17026	Salesperson - Commissioned	Assists customers in the selection and purchase of merchandise. Completes sales transactions and assists customers with product information, delivery, and installation services. May maintain store's appearance and/or restock merchandise. The Salesperson - Commissioned receives a commission on each sale. Reports to the Store Manager or Department Manager.	•		
17027	Salesperson - Noncommissioned	Assists customers in the selection and purchase of merchandise. Completes sales transactions and assists customers with product information, delivery, and installation services. May maintain store's appearance and/or restock merchandise. Reports to the Store Manager or Department Manager.	•		
17028	Service Desk Associate/Customer Service Clerk	Provides assistance to customers both in the store and via phone including, but not limited to, price verifications, exchanges and returns, and special orders. Directs customers to appropriate departments/areas of the store. Resolves problems when possible or refers problems to Department Heads or Store Managers when appropriate. Provides assistance to other Store Associates as necessary. May also provide assistance to vendors and maintain vendor visit logs.	•		•
17029	Store Receiver	The primary duty is physical labor and inventory control in a store merchandise receiving area (truck dock). This position differs from the Store Stock Associate position in that this job routinely works with truckers making deliveries and is responsible for checking in and counting merchandise received. May act as a lead person to the Store Stock Associate.	•		•
17030	Store Stock Associate	Responsible for stocking merchandise onto shelves to achieve 100% in stock, organizing the sales floor to create a pleasant and safe shopping environment, and providing customer service as required by customer demand. Operates reach trucks and order pickers to bring down merchandise safely from the overhead bays to the sales floor.	•		•

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17031	Keyholder	Responsible for opening or closing the store for shifts not covered by the store manager or assistant manager. Typically found in smaller volume stores, this individual is typically a lead sales person with keys, responsible for the whole store on a shift basis and reports to the Assistant Store Manager (17009). Note, this position represents a job level and not a title.	•		•
17035	Greeter	Greets customers as they enter and exit store. Assists with directing customers to the appropriate area of the store, and may be responsible for keeping area clean. May assist with loss prevention activities, including observing customers and checking receipts.	•		•
17036	Gas Station Attendant	Pumps fuel, cleans windshields, and may check oil levels for customers.	•		•
1240	Store Controller/Head Bookkeeper	Responsible for maintaining cash controls in the office to include preparing daily and weekly cash reports, bank deposits, handling and overseeing activities to support cashiers, and processing vendor payments, money orders, etc. Ensures security of cash office and store funds by enforcing cash handling controls and procedures.	•		•
1275	Store Custodian	Keeps store clean, including bathrooms, front end, and sweeps and mops sales floor as needed.	•		•
17050	Cosmetics Counter Manager	Directly responsible for the management of a small team of Beauty/Makeup Advisors and sales volume within assigned product lines at the counter. Responsibilities include tracking sales to ensure that all goals are met on time, managing in-stock levels and maintaining overall counter presentation standards. Responsible for planning and hosting cosmetic events at the counter.	•		
17051	Beauty Advisor	Responsible for carrying out all beauty care/makeup related duties. Provides exceptional customer service, and excellent merchandise presentation in the beauty care/makeup job area. May be responsible for establishing clientele and maintaining client books. May be required to perform stock takes.	•		
17052	Fragrance Associate	Assists customers in the selection and purchase of fragrance. May assist with special events.	•		
17055	Optical Manager	Plans, directs and coordinates eye care services. Oversees inventory, and monitors quality of products. Trains and develops staff. Performs adjustments and repairs to eyewear as needed.	•		
17056	Optician - Licensed	Assists customers with selecting eyeglass frames and lenses, appropriate to their prescription. Adjusts glasses and contacts. Assists customers with ordering and inquiries, and directs customers to physicians as needed. Oversees apprentices.	•		
17057	Optician - Non-Licensed	Assists customers with selecting eyeglass frames and lenses, appropriate to their prescription. Adjusts glasses and contacts, under the supervision of a Licensed Optician. Assists customers with ordering and inquiries, and directs customers to physicians as needed.	•		
17060	Regional Market Retail Merchandiser Manager	Directs the execution of service, marketing, and installation activities at the corporate level. Ensures retail and installation execution issues are resolved. Leads, trains, and manages the performance of the entire retail merchandiser department.	•		
17061	Retail Merchandiser Manager	Directs the execution of product display, maintenance, and installation within assigned territory. Maintains current and establishes new relationships through interaction with district, store and corporate management. Communicates field execution trends to store management to advance product placement. Responsible for compliance with corporate and chain program standards, manages and leverage budgets. Also leads, trains, develops, and manages the performance of the department.	•		
17062	Retail Merchandiser Supervisor	Prepares for and directs the ongoing maintenance and installation of product displays in a given area. Supervises and trains the day-to-day activities of the retail merchandising team. Maintains relationships with store management and resolves escalated installation and service issues.	•		
17063	Retail Merchandiser	Responsible for stocking their organizations products at another organization's store. Executes service and/or maintenance of installation activities to maintain and revise retail displays. Replenishes product displays to maintain proper inventory levels. Builds relationships with store personnel through timely resolution of store issues.	•		
17064	Field Installation Manager	Directs the installation execution of new displays and departments. Coordinates all installation related activities within assigned geography and communicates field installation trends. Maintains current and establishes new relationships through interaction with district, store and corporate management. Manages and leverages budgets. Directs, trains, and manages the performance of the installation supervisors.	•		
17065	Installation Supervisor	Prepares for and directs installation activities, i.e. department remodels and refreshes. Supervises the activities of retail merchandisers during product display installations at retail stores. Communicates key installation information to new and existing employees. Manages and discards order systems, fixtures and products.	•		
1500	Operations Initiatives Specialist	Collaborates with field operations business partners to deliver the execution of standard operational practices within an assigned market. Works with store management to develop action plans for meeting financial expectations as prescribed by the market strategy. Measures and monitors operational standards, including shrink, financial expectations and new initiatives. Coaches and develops management of underperforming stores toward sustaining successful operations. Implements all new sales initiatives.	•		•
1505	Regional Talent Development Specialist	Ensures assigned region or district has knowledgeable and skilled store associates, experienced management, and an available pipeline of qualified and diverse talent. Executes, and assesses training programs, training completion and overall performance and talent management of region or district. Collaborates with field operations management to identify and close performance gaps in leadership, business and technical knowledge.	•		•
18000	Chief Information Officer (CIO)	Identifies changes and trends in computer and systems technology and interprets their meaning to senior management. Participates in overall business planning, bringing a current knowledge and future vision of technology and systems as related to the organization's competitive position. Determines long-term organization-wide information needs and develops overall strategy for information needs, systems development and hardware acquisition, and integration including mainframe, mini, macro, and client/server computing applications. Acts to ensure integrity of organization-wide data, proprietary information, and related intellectual property through information security and access management. Acts as highest interface with non-technical user functions in determining overall information systems approach. This is typically a single incumbent position and may report to a Chief Executive Officer (CEO) or Chief Administrative Officer (CAO).	•		
18001	Top IT Applications Executive	Top position responsible for all of the organization's IT applications systems analysis and programming activities. Provides overall direction and guidance to subordinate managers and project managers. Responsible for creating, promoting, and enforcing information technology applications development methodology. Frequently reports to the Chief Information Officer (CIO). Note: This is generally a single incumbent position. Only one employee, the most senior individual, per organization entity should be reported.	•		
18002	Top Computer Operations Executive	Top position responsible for computer operations/technical service and hardware. Establishes operating standards and may initiate capital budgets. Responsible for coordinating computer room operations with workstation networks, telecommunications, register polling, and any other data operations. This is typically a single incumbent position and may report to the Chief Information Officer (CIO).	•		
18003	Point-of-Sale/Help Desk Administrator/Manager	Manages and controls the processing of sales and inventory information on a daily basis. Develops procedures for POS applications, reviews store systems, and may maintain a Help Desk for users. Store systems technical specialist in IS. In addition to developing systems, also supervises a formally structured Help Desk for store operations staff. This position has an IT focus.	•		
18004	Point-of-Sale/Help Desk Administrator/Specialist	Responds to trouble calls from store management and other systems users, talking them through software/hardware fixes that they can make, or coordinating third-party repair calls, when necessary. Will answer software training questions; may assist in developing training materials. May document procedures for POS and/or telecommunications application. This position has an IT focus.	•		

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18005	Store Systems Manager	Responsible for overseeing systems in retail units. Provides training and technical support to retail staff for store systems. Ensures that systems equipment is installed and operating properly. Maintains systems and equipment. May negotiate with vendors for technical maintenance or repairs. May require some travel.	•		
18006	System Development Manager	Manages the organization's information (electronic data) systems so that they function reliably, meets the organization's business needs, and uses the organization's IT resources effectively. Liaises with managers to develop and maintain electronic data systems that are appropriate for their business needs, integrated with other systems, and consistent with the information systems strategy. Oversees the design, development, and testing of information systems. Plans, prioritizes, and manages the implementation of system upgrades to minimize disruptions to business activities. Develops and implements a systems maintenance program to ensure the organization's systems function reliably. Researches, evaluates, and recommends hardware and software products that will enhance the capabilities of the organization's information systems. Selects and manages ongoing relationships with external consultants and suppliers to ensure satisfactory standards of service.	•		
18007	Database Administrator	Responsible for database management. Establishes physical database parameters, codes database descriptions, or directs others in coding the database. Calculates computer memory required to insert, replace, retrieve, or delete data. Tests and corrects errors and refines changes to database requirements. Monitors database to increase systems performance.	•		
18008	Scanning Coordinator	Reviews and edits price change and new item maintenance and deletions to be sent to point-of-sale systems. Coordinates the entry of necessary data to maintain databases and ensures that files are accurate and automated systems function properly. Requires a thorough understanding of sales taxability and other surcharges. Resolves problems when possible or alerts management to problems when appropriate. Produces reports for management when requested.	•		•
18009	Data Scientist	Responsible for modeling complex business problems, discovering business insights and identifying opportunities through the use of statistical, algorithmic, mining and visualization techniques. In addition to advanced analytic skills, this role is also proficient at integrating and preparing large, varied datasets, architecting specialized database and computing environments, and communicating results. Typically has seven to 10 years experience.	•		•
1135	Ammonia Refrigeration Technician	Diagnoses and solves most ammonia problems. Experience in central ammonia refrigeration systems. Must have electronic operational knowledge.			•
1150	Refrigeration Technician	Performs scheduled preventative maintenance on HVAC and refrigeration systems. May supervise other refrigeration technicians.			•
1235	Customer Service Manager/Front End Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the front end. Duties include supervision of front end sales and associates.			•
1245	Bookkeeper	In the absence of the Head Bookkeeper, responsible for maintaining cash controls in the office to include preparing daily and weekly cash reports, bank deposits, handling and overseeing activities to support cashiers, and processing vendor payments, money orders, etc. Ensures security of cash office and store.			•
1260	Courtesy Clerk/Bagger	Properly and courteously bags the customer's orders to ensure purchases are not damaged. Performs price checks, retrieves carts and other duties as necessary.			•
1270	Direct Store Delivery (DSD) Receiver	Receives product delivered direct to the store by vendors. Processes receipts and returns according to the organization's policies and procedures. Accurately counts and records product.			•
1280	Market/Meat Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Market/Meat Department.			•
1285	Assistant Market/Meat Manager	Assists the Market/Meat Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Market/Meat Department.			•
1290	Market/Meat Cutter	Prepares Market/Meat Department product for display/sale including cutting, weighing, and trimming according to standards. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales floor.			•
1295	Apprentice Market/Meat Cutter	Training to be a Market/Meat Cutter.			•
1300	Market/Meat Clerk	Prepares freshly cut and trimmed market/meat merchandise for sale by wrapping, weighing, and pricing. Stocks and rotates all Market/Meat cases according to standards. Maintains high quality, freshness, and properly dated product available for sale. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales areas.			•
1305	Specialty Foods/Wine Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Specialty Foods / Wine Department, which may include Wine, Beer, Cheese, Coffee and/or Specialty Foods.			•
1310	Seafood Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Seafood Department.			•
1315	Seafood Clerk	Conditions and prepares seafood merchandise for display and/or sale by wrapping, weighing, and pricing. Stocks and rotates all seafood cases according to standards. Maintains high quality, freshness, and properly dated product available for sale. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales areas.			•
1320	Produce Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Produce Department.			•
1325	Assistant Produce Manager	Assists the Produce Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Produce Department.			•
1330	Produce Clerk	Stocks, rotates, culls, and places product on produce racks/displays according to standards, while maintaining freshness and quality of all produce for sale. Maintains safety and sanitation standards in prep area, cooler, and sales area.			•
1335	Floral Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Floral Department.			•
1340	Floral Clerk	Conditions and prepares floral merchandise for sale, ensuring quality and freshness of the product on the sales floor. Maintains safety and sanitation standards in the prep area, cooler, and sales floor.			•
1345	Deli/Bakery Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Deli/Bakery Department.			•
1350	Assistant Deli/Bakery Manager	Assists the Deli/Bakery Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Deli/Bakery Department.			•
1355	Deli/Bakery Clerk	Prepares deli/bakery product for sale, including frying, baking, cutting, slicing, weighing, and pricing. Maintains product level, quality, and freshness according to standards. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales area.			•
1360	Cake Decorator	Prepares and decorates cakes for display and sale. Fills customer orders for specialty cakes. Maintains product level, quality, freshness, and variety according to standard. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales area.			•
1365	Deli Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Deli Department.			•
1370	Assistant Deli Manager	Assists the Deli Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Deli Department.			•
1375	Deli Clerk	Prepares deli product for sale, including frying, baking, cutting, slicing, weighing, and pricing. Maintains product level, quality, and freshness according to standards. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales area.			•
1380	Bakery Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Bakery Department.			•

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1385	Assistant Bakery Manager	Assists the Bakery Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Bakery Department.			•
1390	Bakery Clerk	Prepares bakery product for sale, which includes bread baking, slicing, weighing, and pricing. Maintains product level, quality, and freshness according to standards. Maintains safety and sanitation standards in the prep area, cooler, freezer, and sales area. May also include occasional cake decorating duties.			•
1395	Baker	Prepares all merchandise for baking, and bakes according to established guidelines. Stocks, rotates, and ensures freshness and quality of product. Maintains safety and sanitation standards in prep area, cooler, freezer and sales area.			•
1400	Grocery Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Grocery Department.			•
1405	Assistant Grocery Manager	Assists the Grocery Manager in ensuring all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Grocery Department.			•
1410	Grocery/Stock Clerk	Stocks, rotates, and conditions all grocery products on shelves according to standards and productivity guidelines. Maintains organized, inventoried, and rotated overstock in backroom area. Maintains safety and sanitation standards on the sales floor and in backroom area.			•
1415	General Merchandise/Health & Beauty Care Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the GM/HBC Department.			•
1420	General Merchandise/Health & Beauty Care Clerk	Stocks, rotates and conditions all GM/HBC products on shelves according to standards and productivity guidelines. Maintains organized, inventoried, and rotated overstock in backroom area. Maintains safety and sanitation standards on the sales floor and in the backroom area. Orders product as necessary.			•
1425	Frozen Food/Dairy Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for both Frozen Foods and Dairy Departments. (Includes frozen dairy)			•
1430	Frozen Food/Dairy Clerk	Stocks and rotates all Frozen Food/Dairy products on shelves according to standards and productivity guidelines. Maintains organized, inventoried, and rotated overstock in cooler and freezer areas. Maintains safety and sanitation standards on the sales floor and in cooler and freezer areas. (Includes frozen dairy)			•
1435	Frozen Food Clerk	Stocks and rotates all Frozen Food products on shelves according to standards and productivity guidelines. Maintains organized, inventoried, and rotated overstock in freezer area. Maintains safety and sanitation standards on the sales floor and in freezer area. (Does not include frozen dairy)			•
1440	Dairy Clerk	Stocks and rotates all Dairy products on shelves according to standards and productivity guidelines. Maintains organized, inventoried, and rotated overstock in cooler area. Maintains safety and sanitation standards on the sales floor and in cooler area. (Does not include frozen dairy)			•
1443	District/Regional Pharmacy Operations Manager	Responsible for the overall professional support to the pharmacists and/or District Pharmacy Operations Managers within their geographic area. May include recruiting and interviewing pharmacists based on workforce needs, actively seeking out future file buys, ensuring that pharmacists are in compliance with federal, state, and local laws, and managing the execution of managed care and pharmacy programs. Defines and plans the achievement of goals and objectives across assigned pharmacies.			•
1445	Pharmacy RX Manager	Ensures all customer service standards, merchandising programs, sales plans, and budget and sales requirements are met in and for the Pharmacy Department.			•
1450	Pharmacist	Fills and dispenses orders for medications, responsible for the total operation and customer satisfaction in the pharmacy department in the absence of the pharmacy manager.			•
1452	Pharmacy Graduate	Responsible for all aspects of pharmacy operations including inventory, personnel, and security. Obtains new prescriptions and prescription refill information (e.g., name, address, and health coverage). Fills prescriptions, solicits information on medical history, and provides drug information and advice. Interacts and communicates with health professionals. Ensures compliance with all organization procedures and federal and state regulatory guidelines. Incumbent has completed pharmacy school and is awaiting licensure.			•
1455	Pharmacy Technician (Certified)	Certified as a result of passing the Pharmacy Technician Certification Board's PTC exam. Initiates refill requests, handles customer requests, ensures product is rotated, orders and receives prescription drugs and supplies.			•
1460	Pharmacy Technician (Non-Certified)	Initiates refill requests, handles customer requests, ensures product is rotated, orders and receives prescription drugs and supplies.			•
1465	Pharmacy Intern	Under the direction of a licensed pharmacist, is responsible for many aspects of pharmacy operations, including dispensing medications, providing drug information and advising customers in compliance with corporate and regulatory guidelines.			•
1470	Field Sales Specialist	Work closely with Divisional, Regional, District, Store, and Department Managers to ensure product specific sales and profits growth, as measured against budgeted goals, by communicating and following up on sales and profit plans, giving clear direction to and training store staff on merchandising, sales plan execution, holiday planning, people development, and department operations.			•
50100	Top Licensing Executive	Top position responsible for developing and executing the global brand licensing strategy to maximize revenue opportunities, deliver brand approved products, and build brand equity. Develops comprehensive financial and marketing plans to obtain new licenses with full responsibility for operations, budget and P&L performance for licensing business. Works closely with retail and licensing partners to identify new business opportunities. This is typically a single incumbent position. Typically reports to the Chief Executive Officer (CEO).		•	
50200	Top Design Executive	Top position responsible for planning, organizing, and controlling all phases of the design operation for the organization including creating design concepts, product samples, and communication with vendors. Develops and implements functional strategy with regards to corporate goals and establishes organizational policies and programs. Typically reports to the Chief Executive Officer (CEO) or Top Division/Group/Subsidiary Executive.		•	
50210	Design Director	Responsible for the overall design function of multiple product lines, accounts, or brands. Provides strategic direction regarding all aspects of product design. Develops design standards and organizational policies. Analyzes design ideas and product sample details and conducts sales presentations with merchants, licensees, retailers, and vendors. Frequently reports to the Top Design Executive.		•	
50215	Design Manager/Head Designer	Manages the day-to-day design operations for a product or product line. Identifies current fashion trends and forecasts future trends. Leads a team of Designers responsible for preparing design sketches, assembling technical packages for development, communicating with key vendors, and conducting garment fittings. Clearly communicates design direction in fit sessions and is responsible for final approval of sample fit. Presents design ideas to upper management. Typically requires a Bachelor's degree and eight or more years of design experience.		•	
50220	Senior Designer	Responsible for the concept, design, and execution of a product or product line. Identifies current fashion trends and forecasts future trends, prepares design sketches, assembles technical packages for development, and communicates with key vendors. Conducts garment fittings. Presents design ideas to upper management. May provide guidance and expertise to less experienced designers. Typically requires a Bachelor's degree and six to eight years of design experience.		•	
50225	Designer	Under general direction this position is responsible for the concept, design, and execution of a product or product line. Identifies current fashion trends and forecasts future trends, prepares design sketches, assembles technical packages for development, and communicates with key vendors. Conducts garment fittings and is responsible for final approval of sample fit. Presents design ideas to upper management. Typically requires a Bachelor's degree and four to six years of design experience.		•	

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50230	Associate Designer	Under general supervision, this position assists the Designer in all levels of product design. Assists in the research and identification of seasonal fashion direction and trends. Responsible for developing technical package, including flat sketches, detail specifications, trim sheets, concept boards, and garment fittings. Communicates with the Product Development and Merchandising teams as well as other vendors. Typically requires a Bachelor's or Associate's degree and two to four years of design experience.		•	
50235	Assistant Designer	Under direct supervision, assists Designer in all levels of product design. Assists in the research and identification of seasonal fashion direction and trends. Assists in the development of technical packages including preparing flat sketches, updating and maintaining design files and trim sheets, and creating concept boards. Also assists with garment fittings and communication with vendors. Typically requires a Bachelor's or Associate's degree and one to two years of design experience.		•	
50240	Design Team Assistant	Under direct supervision, assists the Design team in the development and design of a product or product line. Assists in the creation of concept boards, fabric development, and garment fittings. May also be responsible for preparing the sales showroom for market.		•	
50250	CAD Designer - Product	Under general direction, provides creative, technical, and graphic design artwork for the creation of products using input from Marketing/Sales, Merchandising, Product Development, Design, and Manufacturing staff. Generates the artwork by using Computer Aided Design (CAD) equipment to create graphic designs, trim, and woven pattern designs and color ways for fabric. Responsible for refining fabric specifications when original fabric is not available, informing suppliers of specifications needed, approving the fabric, and accepting the samples. Identifies and/or assists in identifying the seasonal fashion direction and trends. Typically requires a Bachelor's degree in a related field and four to six years of related experience.		•	
50255	Patternmaker	Responsible for developing first patterns from Designer's sketches. Oversees initial factory patterns, ensuring that all samples meet the lines specifications. Documents and communicates changes to patterns ensuring the original integrity of production garments is maintained. Typically requires a Bachelor's degree in Fashion Merchandising or Fashion Design with five or more years as a patternmaker.		•	
50300	Top Merchandising Executive - Wholesale	Top position responsible for planning, organizing, and controlling all aspects of the Merchandising function within the organization. Establishes and implements strategic merchandising objectives, policies, and programs to achieve corporate goals. Oversees the analysis and monitoring of market research regarding competition, environment, retail trends, and consumer needs in order to develop a strategic response. Typically reports to the Chief Executive Officer (CEO) or Top Division/Group/Subsidiary Executive.		•	
50310	Merchandising Director - Wholesale	Responsible for the overall Merchandising function for multiple products or product lines. Establishes specific merchandising objectives, targets, and goals. Oversees market research and analysis to determine current and future fashion trends. Manages inventory levels and develops direct buying relationships with overseas vendors. Frequently reports to the Top Merchandising Executive - Wholesale.		•	
50315	Merchandising Manager/Head Merchandiser - Wholesale	Manages a team of Merchandisers for a product or product line. Oversees market research and analysis to determine current and future fashion trends. Coordinates with all functional areas and participates in design concept meetings and line reviews. Creates and implements merchandising procedures. Typically requires a Bachelor's degree and eight or more years of related experience.		•	
50320	Senior Merchandiser - Wholesale	Responsible for the merchandising of product or product line. Reviews account information and competitive knowledge to determine product line direction and merchandising trends. Analyzes merchandising strategies for effectiveness and evaluates performance to determine future opportunities. Communicates with all functional areas and participates in design concept meetings and line reviews. May provide guidance and expertise to less experienced merchandisers. Typically requires a Bachelor's degree and six to eight years of related experience.		•	
50325	Merchandiser - Wholesale	Under general supervision, coordinates with the Design team to effectively present the product or product line. Develops colors and specifications as well as performs market research to determine the most effective ways to sell and promote the product. Shops the competition for trends and product opportunities. Typically requires a Bachelor's degree and four to six years of related experience.		•	
50330	Associate Merchandiser - Wholesale	Under general supervision, assists in the merchandising of a product or product line. Conducts market research and analyzes findings to reveal current and future fashion trends. Coordinates with the Design team to determine appropriate counts, color, and category plans. Communicates design vision to Visual Merchandising team. Participates in design concept meetings and line reviews. Typically requires a Bachelor's degree and two to four years of related experience.		•	
50335	Assistant Merchandiser - Wholesale	Under direct supervision, assists Merchandiser in the merchandising of a product or product line. Assists with conducting market research and analyses finding to reveal current and future fashion trends. Assists in communicating the design vision to Visual Merchandising team. May participate in design concept meetings and line reviews. Typically requires a Bachelor's degree and one to two years of related experience.		•	
50340	Merchandising Assistant/Coordinator - Wholesale	Under direct supervision, assists the Merchandising team in all aspects of the merchandising process. Maintains systems and updates records. Communicates and distributes all critical merchandising information to functional areas. Orders samples, swatches, and other miscellaneous items pertaining to merchandising. Typically requires a high school education or equivalent and less than one year of related experience.		•	
50350	Merchandise Planner - Wholesale	Under general direction, leads and oversees the development and execution of vendor and seasonal financial plans, location plans, order quantities, replenishment plans, and allocation of merchandise for a specific category of business to maximize sales and profitability to meet business objectives. Typically requires a Bachelor's degree and two or more years of retail or merchandise planning experience.		•	
50360	Replenishment Planner - Wholesale	Manages inventory accounts and ensures forecasts, inventory levels, and maintains ordering of inventory to provide the lowest possible inventory investment to all involved parties. Applies analytical techniques and leverages supply chain modeling technology to develop tactical demand forecasts and replenishment plans for key customers. Analyzes order history key trends in the context of the customer's supply chain processes to proactively identify and propose improvements. Typically requires a Bachelor's degree in logistics and two or more years of related experience.		•	
50370	Production Planner	Responsible for performing order acceptance and considering fabric and production availability. Manages accuracy of the customer status reports and exceptions in the manufacturing cycle to maintain delivery dates. Communicates with all areas of Operations and Sales to resolve problems. Maintains data integrity and controls to support accurate planning. May provide data to support budgeting and sales forecasts. Typically requires a Bachelor's degree and two or more years of related experience.		•	
50400	Top Production Executive	Top position responsible for the production and efficiency of internally manufactured products. Leads all regions in supporting corporate production goals as they relate to service, quality, cost of goods sold, reliable delivery, conformance, human rights, and profitability for product categories. Develops the corporate production strategy relative to key corporate initiatives. Ensures the development of key vendor relationships essential to meeting all production goals. Typically reports to the Chief Executive Officer (CEO) or Top Division/Group/Subsidiary Executive.		•	
50405	Region Production Executive	Responsible for the production and efficiency of internally manufactured products. Leads a region or functional area in supporting corporate production goals as they relate to service, quality, cost of goods sold, reliable delivery, conformance, human rights, and profitability for product categories. Aligns region or functional area production strategy with corporate strategy and initiatives. Ensures the development of vendor relationships essential to meeting all production goals. Typically reports to the Top Production Executive.		•	

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50410	Production Director	Manages production of a wide range of internally manufactured products. Counsels management on production and technology matters. Works with other units in executing projects and programs. Requires the ability to manage multiple projects and has excellent written and verbal communication skills. Normally supervises other professionals. Typically in larger organizations this is a Senior-level Manager. Frequently reports to the Top Production Executive or Region Production Executive.		•	
50415	Production Manager	Responsible for the management of an assigned production area in order to meet production schedules, quality, and cost objectives. Determines requirements for material, equipment, and manpower resources. Plans and administers procedures and production and quality control standards in designated area. Typically requires a Bachelor's degree and eight or more years of related experience including supervision. Frequently reports to the Production Director or Region Production Executive.		•	
50430	Production Associate	Under general direction, responsible for tracking and the development of production. Typically requires a Bachelor's degree and one to two years of experience. Frequently reports to the Production Manager.		•	
50440	Production Assistant/Coordinator	Under direct supervision, responsible for coordinating and facilitating various aspects of product production. May act as a liaison in coordinating internal vendor activities related to new product implementation and existing products. Typically requires a Bachelor's degree and less than one year of experience. Frequently reports to the Production Manager.		•	
50500	Top Sourcing Executive	Top position responsible for the production and efficiency of externally manufactured/sourced products. Develops the corporate sourcing strategic direction relative to key corporate initiatives. Leads all regions in supporting corporate/sourcing goals as they relate to service, quality, cost of goods sold, reliable delivery, conformance, human rights, and profitability for product categories. Ensures the development of vendor relationships essential to meeting all sourcing goals. Monitors and advises on world political, economic, trade issues, and develops appropriate sourcing options as necessary.		•	
50505	Region Sourcing Executive	Responsible for the production and efficiency of externally manufactured/sourced products. Develops the corporate sourcing strategic direction relative to key corporate initiatives. Leads a region or functional area in supporting corporate/sourcing goals as they relate to service, quality, cost of goods sold, reliable delivery, conformance, human rights, and profitability for product categories. Ensures the development of vendor relationships essential to meeting all sourcing goals. Monitors and advises on world political, economic, trade issues, and develops appropriate sourcing options as necessary. Frequently reports to the Top Sourcing Executive.		•	
50510	Sourcing Director	Responsible for selecting vendors to meet sourcing requirements for cost, quality, human rights, and reliable delivery. Assists in the development of vendor relationships and resolves issues related to vendor performance. Frequently reports to the Top Sourcing Executive or Region Sourcing Executive.		•	
50515	Sourcing Manager	Responsible for the management of an assigned sourcing area in order to meet production schedules, quality, and cost objectives. Responsible for resolving issues related to service, quality, performance, and adherence to specifications. Manages vendor relationships necessary for meeting sourcing goals. Frequently reports to the Region Sourcing Executive or Sourcing Director.		•	
50550	Fabric Development Manager	Responsible for the management of the fabric development process. Monitors new material developments and maintains seasonal fabric list. Works with Design and Buying staff to translate fabric trends to meet business needs. Conducts fabric research by shopping stores, attending fabric and product trade shows, visiting fabric mills and fiber associations, and gathering information from potential and existing suppliers, agents, and overseas offices. Identifies material testing requirements and reviews material samples. All research and development of fabric is done in conjunction with the Sourcing staff. Typically requires a Bachelor's degree in textiles or related field and two or more years of related experience.		•	
50600	Top Technical Design Executive	Top position responsible for directing and leading all regions related to technical design. Communicates with key Design, Manufacturing, and Sourcing teams to ensure that quality fit, desired appearance, and quality standards are achieved. Typically reports to the Chief Executive Officer (CEO), Top Division/Group/Subsidiary Executive, or Top Sourcing Executive.		•	
50610	Technical Design Director	Directs and leads a region or functional unit related to technical design. Communicates with key Design, Manufacturing, and Sourcing teams to ensure that quality fit, desired appearance, and quality standards are achieved. Typically reports to the Top Division/Group/Subsidiary Executive or Top Technical Design Executive.		•	
50615	Technical Design Manager	Directs and leads a staff of individual contributors within the Technical Design team. Communicates with Design, Manufacturing, and Sourcing teams to ensure that quality fit, desired appearance, and quality standards are achieved.		•	
50620	Senior/Lead Technical Designer	Responsible for communicating the comments and/or corrections to agents and vendors. Leads the communication with Design teams to ensure that quality fit, desired appearance, and quality standards are achieved. Frequently reports to the Technical Design Manager or Technical Design Director.		•	
50625	Technical Designer	Under general direction, responsible for the creation of technical design sheets. Communicates with Design teams to ensure that quality fit, desired appearance, and quality standards are achieved. Frequently reports to the Technical Design Manager or Technical Design Director.		•	
50630	Technical Design Associate	Under general supervision, responsible for the creation of technical design sheets. Generates all specs, participating in fittings and making corrections as needed. Creates sizing and specifications for the product line. Frequently reports to the Senior/Lead Technical Designer or Technical Design Manager.		•	
50635	Technical Design Assistant	Under direct supervision, assists in the creation of technical design sheets. Responsibilities include assisting in making corrections and participating in fittings as needed. Assists in creation of sizing and specifications for the product line. Frequently reports to the Senior/Lead Technical Designer or Technical Design Manager.		•	
50700	Top Sales Executive	Top position responsible for the direction and management of the sales activities of the total organization. Directs the development of sales plans, strategies, objectives, policies, and procedures that conform to broad corporate marketing objectives. Manages Field Sales offices, Inside Sales, Customer Service functions, and/or the organization's relationship with distributors' and manufacturers' representative organizations. This position is typically a single incumbent position.		•	
50705	2nd Level Sales Executive	Responsible for the direction and management of the sales activities of a region or functional area of the organization. Directs the development of sales plans, strategies, objectives, policies, and procedures that conform to broad corporate marketing objectives. Manages Field Sales offices, Inside Sales, Customer Service functions, and/or the organization's relationship with distributors' and manufacturers' representative organizations. Frequently reports to the Top Sales Executive.		•	
50710	Sales Director	Primarily responsible for leading Sales force for a major product(s). Manages Regional Sales function and is responsible for ensuring that the organization's sales volume and profitability objectives are met. Typically in larger organizations this is a Senior-level Manager. Frequently reports to the Top Sales Executive or 2nd Level Sales Executive.		•	
50715	Account Manager	Generates revenue and/or profit margin in assigned accounts and territories. Responsible for setting accounts and territory plans on an annual, quarterly, and/or monthly basis. Generally develops business with key or named accounts and may lead dedicated account teams. Frequently reports to the Sales Director, 2nd Level Sales Executive, or Top Sales Executive.		•	
50720	Senior Account Executive	Under general direction, manages or leads sales for a product line or customer. Responsibilities include leading and directing individual sales contributions. Ensures high post-sales satisfaction facilitating positive long-term relationships and high potential for repeat business with customers. Generally focuses on local market accounts and prospects, and may be responsible for a limited number of key and/or named accounts. Frequently reports to the Account Manager, Sales Director, or 2nd Level Sales Executive.		•	

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50725	Account Executive	Under general supervision, responsible for moderately complex to complex work in a professional sales role. Responsible for growth and sales of new and renewal contracts, products, and services within an assigned territory or product line. Frequently reports to the Senior Account Executive, Account Manager, or Sales Director.		•	
50730	Junior Account Executive	Under direct supervision, responsible for noncomplex to moderately complex work in an entry-level sales role. This position represents the least skilled and/or experienced level sales professional. Responsible for learning sales techniques and reporting daily or weekly activity to a Field Sales Manager. Generally focuses on local market accounts and prospects and participates on Key Account Sales teams. Frequently reports to the Senior Account Executive or Account Manager.		•	
50735	Sales Assistant	Responsible for assisting Account Executives and Account Managers by providing sales support and scheduling appointments for new and existing customers. Monitors and tracks referrals and sales results. Issues sales/marketing information to clients. Provides customer service via telephone and written correspondence. Responsible for solving operational issues, preparing sales packages, ordering supplies, coordinating appointment books, maintaining file system for prospective and existing customers, and processing customer service requests (address changes, statement copies, etc.). Acts as the liaison for all referral sources by reviewing paperwork for completeness and forwarding to management for review. Typically requires a Bachelor's degree and less than two years of experience.		•	