



Learn the business. Impact our business.
Discover a whole world of difference.

QVC MERCHANDISE TRAINEE

If you have a passion for product balanced with a business mindset, QVC's Merchandise Trainee position is an excellent way to grow your career in buying. As a Merchandise Trainee, you will participate in and learn the QVC product lifecycle and help bring top product to our customers. The Merchandise Trainee is your starting point to grow your career while working in an exciting and engaging environment.

Essential Duties & Responsibilities

- Track and process buyer's samples received from vendors.
- Responsible for item creation, maintenance, monitoring Quality Assurance (QA) and warehouse processing.
- Partner to issue and expedite timely purchase orders (PO's).
- Communicate with other departments to maximize effectiveness and efficiency of product lifecycle activities.
- Responsible for vendor communication and education, which includes communicating QA comments. Answer all vendor calls on a timely basis.
- Communicate any problems that arise to the Buyer/Director with a sense of urgency.
- Partner with the Assistant Buyer and Buyer to help identify and buy items that will be successful in Electronic Retail and which meet or exceed the expectations of our customers.
- Observe buyer meetings and vendor negotiations.
- On occasion, may meet independently with vendors to get product information.
- Learn and support the open-to-buy (OTB) process.
- Be aware of inventory levels and action items in a timely way (e.g., RTV's) and maintain any type of logs that are necessary in conjunction with this.
- Analyze trends through sales analysis.
- Attend internal meetings to gain business knowledge (e.g., TSV, Airtime Strategy, Best Seller).
- Work with Internal Departments to ensure products are ready for their "air date".
- Guest Scheduling and communication.

Requirements:

- Bachelor's Degree in Merchandising, Business, Marketing, or related degree, or equivalent business experience.
- Previous retail /merchandising experience.
- Strong technical skills, past experience working with Microsoft Office Suite.

ABOUT QURATE RETAIL GROUP

Qurate Retail Group believes in a third way to shop – beyond transactional ecommerce or traditional brick-and-mortar stores – for customers who crave engaging shopping experiences. The Qurate Group consists of eight leading retail brands: QVC, HSN, zulily, Ballard Designs, Frontgate, Garnet Hill, Grandin Road and Ryllace. Qurate Retail Group combines the best of retail, media and social to curate experiences, conversations and communities for millions of highly discerning shoppers. Together we reach approximately 380 million homes worldwide through 15 TV networks and multiple ecommerce sites, social pages, mobile apps, print catalogs and in-store destinations.

To apply – please check out www.qvc.com/careers

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 RETAIL GROUP™