

**Carhartt is the original US workwear brand that has been creating high quality workwear since 1889 to serve and protect hardworking people. Our products are robust and excel in durability, comfort, functionality, fit, and styling. Customers and craftsmen appreciate our products and have often been fan of our legendary American brand for many years. Our products can be used for many (professional, crafts and active outdoor) activities and can be worn during and after work.**

For our Merchandising team, Carhartt EMEA/PAC is now looking for a new team member:

## **Merchandising Assistant**

Providing administrative and operational support for the Merchandising team. Focus of this role is on managing samples, creating the swatch book and related projects, product data, documentation and procedures for seasonal product/product plans and product launches for the EMEA/PAC region.

The Merchandising Assistant collaborates with members of the Merchandising team daily, as well as with Sales and Operations team members, supporting all merchandising-related activities. The Merchandising Assistant acts as a backup for (Jr.) Merchandisers if needed and reports to the Sr. Market Merchandiser on daily operational matters and report hierarchically to the Sr. Merchandising Manager.

### **Duties and Responsibilities:**

- Support the team with sample management: ordering and checking samples.
- Assist the Merchandising and Marketing teams with development and proofing of the workbooks / catalogues, as well as gathering samples for marketing photo shoots.
- Create and handle upkeep of product information in the database.
- Order competitor and Carhartt samples for testing and analysis as needed.
- Contact person for Customer Operations team with problem solving questions (product issues).
- Handles (administration of) quality issues; keeping records, follow-up and analyzing quality issues.
- Handles follow-up on information requests of customers/retailers and internal team members.
- Assist with benchmarks around new products (for instance price and technical features comparisons with similar products) at other brands.
- Updating style overviews (imagery, lifecycle info, prices) and color overviews.
- Operational and administrative support to members of the Merchandising team in daily and ad-hoc tasks such as specific assortment or overview requests.
- Responsible for assisting the Retail Marketing team with providing samples for the Carhartt showroom (Amsterdam).
- Assist in organizing and preparation of (sales) meetings.
- Coordinate and execute meeting room for set up for key product meetings.
- Assist with day-to-day Merchandising projects that may arise, help team members with overflow and other duties as assigned.

### **What do you bring to the table?**

- Bachelor's degree in Fashion, Apparel/Textile Design, Merchandising or related field or equivalent years of relevant experience (merchandising, product management), with MBO-4 diploma.
- In case of bachelor's degree: a minimum of 1 - 2 years of experience in the apparel industry or related field; knowledge of product management and development, planning and brand strategy processes preferred. In case of MBO level: at least 2 – 3 years of relevant experience in the apparel industry or related field.
- Administrative skills: precise and accurate nature, problem solver.
- Analytical skills: able to understand and evaluate data into key insights for product management/merchandising.
- Organizational skills: demonstrated ability to prioritize workload and attention to detail, ability to work quickly and independently and deal with deadlines.
- Strong written and oral skills with the ability to communicate at all levels.
- Ability to work with and within cross-functional teams as well as with Merchandising colleagues in the US.
- Excellence in MS Office (including Excel) and data analysis tools; working experience in SAP (ERP) preferred.
- Business-level English (written and orally); knowledge of the German (or other) language is an advantage.

### **What do we have to offer?**

Carhartt is a family-owned company for over 135 years now and stands for transparency, honesty, authenticity, and respect. The Carhartt EMEA/PAC team currently consists of around 85 associates. We offer a 37-hour week, a hybrid way of working, a strong employee benefits package, 25 leave days per year. We supply you with home office equipment in case you would like to work from home for part of the (hybrid) workweek. Finally, we have a great EMEA team that we would like you to join in our beautiful office in Amsterdam-Oost!

### **Employee Benefits:**

Salary range for this role: € 3.065,- – € 3,250,- gross per month, depending on level of expertise and background. We offer a performance-based bonus, non-guaranteed, based on (global) company/team/individual annual goals. We start with a 7-month contract, followed by a 1-year contract. We do not offer sponsorship for this role.

### **Application process**

We will (only) contact candidates with a suitable background (see entry requirements) and potential match for this role who live in the greater Amsterdam area. Please apply with your CV (Resume) and motivational letter. The first interview will be online (via Teams), the second interview will take place at our office.

### **Interested? We would like to hear from you!**

Please apply via LinkedIn Recruiter.