



**Job Position:**  
**Visual Merchandiser**

**Responsibilities:**

- To create merchandising and product display strategies that set excellent VM standard in the store to support the increase in sales and provide a positive store image.
- Conduct regular store floor walks to ensure display standards are in accordance with the brand's guidelines.
- Developing, interpreting and translating creative concepts into visual and window displays.
- In-store merchandising, detailed construction of window display props, sourcing for material and liaising with contractors to ensure physical setup is completed in accordance with requirements and timelines.
- To ensure accuracy of showroom inventory – display pieces and stock at the outlets.
- To ensure professional image of the stores in terms cleanliness and safety.

**Key Responsibilities:**

- Prepares and installs all visual merchandising and promotional displays for launch and promotional programme.
- Develop and execute up-to-date visual merchandising and styling techniques, keeping abreast with market trends.
- Visits stores regularly in order to maintain and upkeep all visual merchandising materials.
- Ensures all visual merchandising materials are prepared and delivered according to planned schedule.
- Co-ordinates and liaise with relevant team members for brand merchandise launch, the range and visual of merchandise that required to display in stores as well as producing materials relating to all visual merchandising.
- Keep track of stores and warehouse VM materials' inventory.
- Drive weekly showroom stock take of display pieces.
- Drive the staff in adhering to the daily opening and closing standard operating procedures.
- Weekly audits of price tags and collateral on display.
- Weekly audits of supplier swatches and samples.

**Qualifications:**

- Degree in Design or Art School education preferred; creative and has formal training in interior design or VM in brands/agency.
- Minimum 5 years of experience in Interior or Retail VM department.

Location: 9 Raffles Boulevard, Singapore 039596  
Hours - Mondays to Fridays 11:30am to 8:30pm.  
(Salary to commensurate with experience)

Interested parties please send in your full resume with a recent photo to [sulin@grafunkt.com](mailto:sulin@grafunkt.com).