Toys R Us

Title: Visual Merchandising Production Coordinator

Location: 1 Geoffrey Way, Wayne, NJ 07470

Job Type: Full Time (Entry Level)  Salary: $18/hr

Start Date: ASAP

Job Description:

- Assist Visual Design Manager in charge of all in store signage production for the Juvenile Babies R Us team.
- Interact with internal and external partners.

Primary Responsibilities:

- Complete requisitions for vendor payment
- Manage distribution lists
- Prepare quote sheets
- Manage inventory spreadsheets
- Manage visual budget and vendor funding
- Respond to field questions
- Initiate shipping with Toys R Us logistics team

Qualifications:

- Bachelor’s Degree
- Highly proficient in excel
- Extremely organized
- Good communication skills (written and oral)
- Able to work independently
- Able to work in a fast paced environment and meet deadlines
- Interest in graphics and print

Application Instructions:

Email resume and brief cover letter to michelle.merletto@toysrus.com