

Job Description

Creative Associate/Product Manager for Christmas and Home Décor Distributor

Showroom Location: Toronto International Design Center, Mississauga, Ontario, with travel to our Montreal office, and US showrooms

What This Dual Focus Position Entails:

1. Creative Associate Role

Under the direction of the Creative Manager, the Associate is responsible for helping to create an enticing environment for retail buyers in our curated Christmas showrooms. The Creative Associate is also responsible for general gift/toy merchandise display and creating interesting and appropriate window displays. We are open for four busy trade shows each year and the showrooms are refreshed before each event. The “refresh” requires considerable physical labour to set the new displays, and the work is under strict time constraints.

2. Product Manager Role

In between the showroom resets and trade shows, the Associate will be responsible for managing the Christmas product category. This includes updating Excel product lists with discontinued, sold-out, and new items and communicating this to various rep groups and databases. During the year, new products arrive and need to be incorporated into the showroom design. The associate will also be responsible for organizing and shipping samples and catalogs to retailers, reps and showrooms throughout the year.

Who You Are:

- A creative person who is willing to learn the Gift and Christmas décor business, and its seasonal nature
- Generate a variety of approaches to merchandising, including new and novel ideas
- You understand the value of being organized and proactive, using physical and digital modes. For example: samples, tools, display materials and data/images.
- Able to set priorities and be flexible between create role and product manager role.
- Able to create under time constraints to meet deadlines

You Also Have:

- Retail/display experience in gift or home decor
- Ability and willingness to do physical work, and “pitch in” when required
- For display, you will have experience in painting techniques, fabrics and use of props
- Ability to use (or to learn to use) carpentry tools safely and efficiently
- Proficiency in MS Office; Word, Excel, (Powerpoint & Photoshop would be useful)

As The Creative Associate, You Will:

- Participate in all aspects of showroom refresh
- Follow all directives and guidelines set out by the Creative Manager
- Demonstrate initiative and a sense of urgency in "floor readiness" before the showroom opening.
- Work effectively in a small team to achieve common goals, as well as work independently when assigned projects
- Assist in all aspects of promotional set-up including signage, samples etc
- Fulfill extra set-up responsibilities as needed for example, prep for key account buyer appointments when scheduled

As The Product Manager, You Will:

- Learn the seasonal buying schedule and our successful range of curated Christmas products
- Assist with the creation of product data, to meet show deadlines
- Act as liason providing data and samples to sales reps or customers when needed
- Be a part of a dynamic team that has pride in achievement, and has proven success in the business

Full time position available March 1, 2025.

Main Location: TIDC Unit 204, 6900 Airport Rd, Mississauga ON L4V 1E8 (Free parking, Malton GO Station)

Full time in person hours required for Creative Assistant: June, July, August and Nov, Dec, Jan. Travel to Montreal and Atlanta would be a requirement during these months. Valid passport required for travel to the US.

There is a possibility of remote work during alternate months for Product Management work.

Compensation: Starting at \$75,000 annual with opportunity for bonus.

- You will be employed by Option 2 Ltd in Montreal. Training and work address will be at TIDC physical address in Mississauga. You will be working full time with both the Group One Associates Creative team and the Option 2 admin and distribution team. (see below)
- You will have exposure to rewarding career advancement opportunities, including design, sales and purchasing
- Our industry is home to many smart, business savvy - talented and artistic people. So besides working hard to meet our goals, we have lots of fun in the process.

Sales and Marketing Business – Group One Associates

www.grouponeassociates.com



Distribution Business - Option 2 Ltd

IG: silvertree_décor, www.myoption2.com

Application instructions: Please forward your resume & cover letter to carol@grouponeassociates.com by **February 26th, 2025** to be considered.