



JOB DESCRIPTION

Title: **ASSISTANT BUYER**
Status: Full-Time/Salaried/Exempt

Assistant Buyer will work with the buying team to:

- Gather and analyze reports
- Manage key items
- Establish a clear understanding of strategy for merchandise
- Optimize product distribution to maximize sell-through of product
- Provide creation and allocation of re-orders that positively contribute to inventory management
- Manage SKUs effectively
- Participate in management meetings to gain understanding of buying actions & impact to overall category and company results
- Possible participation in regional trade shows and appointments
- Maintain special orders/repairs
- React to vendor/product problems for positive resolution
- Negotiate terms/discounts with vendors
- Demonstrate flexibility in scheduling required to ensure results

Administrative

- Data entry and maintenance
- Assist in assigning retails
- Maintain margins and profitability
- Manage outstanding purchase orders
- File catalogs and paperwork

Misc.

- Assist in special projects, maintenance, clean-up and reorganization as needed
- Participate in inventory, staff meetings and work on sales floor as needed
- Respond to fast-paced, ever-changing retail environment
- Additional schedule availability required during busy retail seasons
- Full understanding of critical work times for your position

Requirements: A four year degree, previous retail experience assisting in analytical duties related to retail/buying, attention to detail, strong organizational and analytical abilities, flexibility, and willingness to respond to change and a fast-paced environment. Adobe Photoshop and graphic design background a plus.