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# Example of Apparel Buyer Job Description

Our growing company is looking for an apparel buyer. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for apparel buyer

* Assist the Buyer in developing the merchandising strategy, and assist with sales analysis in order to identify and react to trends in-season
* Manage the bi-monthly forecasting of sales and inventories through the OTB review process
* Publish quarterly store guidelines with the visual team to map out and strategize floor space to maximize sales
* Take leadership role in the creation of merchandising strategies for the Full Price that tie back to financial goals for the Retail division and company
* Responsible for growth and development of junior merchants
* Manages purchase order process from top to bottom, ensuring specified deadlines are met
* Assists in developing assortment plans, sales forecasts, writing reports, & analyzing sales figures
* Assists with reviewing & reacting to sales performance and selling reports
* Communicates needs/strategies with Store Operations
* Act as a role-model within the Department by coaching and teaching team members to work cooperatively and to remain focused Other duties as assigned

## Qualifications for apparel buyer

* Extremely well-organised, methodical and efficient with the ability to self-motivate and drive initiative
* A sense of personal style
* Fluency in Italian and/or French desirable
* Positive “can do”, “roll-up-sleeves”, “how can I help” attitude
* A minimum two years of related experience
* The ability to prioritize tasks in order to balance the immediate and long term needs of the business with a high sense of urgency