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# Example of Assistant Buyer Job Description

Our company is looking for an assistant buyer. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for assistant buyer

* Purchase order entry and management
* Insure the integrity of database and POS
* Analyze sales and inventory data to ensure the maximum profitability
* Assist Buyer with providing Inventory Management with final assortment plans (line lists), product details, target retails, estimated IMU, and importance to overall assortment (big bets) for developing purchase projections and buy plans
* Works with Visual to create signage and in-store collateral
* Building and maintaining relationships with the sales team and co-workers
* Developing quarterly buys based on business plans and sales trend
* Store visits to build knowledge of the industry and our customer
* Identify sales opportunities and challenges based on business performance
* Analysis on and recommendations to the merchant team on key strategies, including mark downs, new products and sales projections

## Qualifications for assistant buyer

* Experience with inventory management and POS
* Knowledge of freight and shipping processes
* Ability to work in a busy retail environment
* Understands the need to complete work in a timely, accurate, & efficient manner
* Strong sense of organization and ability to multi-task
* Minimum 2 years purchasing related experience