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# Example of Assistant Buyer Job Description

Our company is hiring 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

* Communicate product fit notes and comments to vendor partners and Merchandise Coordinators
* Build strong partnerships with key cross-functional partners
* Maintaining back order files for orders, including updating the customer on the order status, pulling orders for shipment and issuing work orders when necessary
* Arranging pickups with trucking companies which includes preparation of commercial invoices, export documents etc
* Acting as backup to Customer Support on an outsourced basis when called upon
* Assist in preparation for pre-market analysis and style-outs
* Supporting the Buying team to achieve Sales and OTB targets
* Identify and analyse best sellers and underperforming lines
* Maintenance & management of OTB planning documents, work in conjunction with Retail Coordinator and Buyer to pro-actively forecast and manage intake flow into business to hit intake plans, drive sales and minimise risks
* Market prep

## Qualifications for assistant buyer

* Bachelor's degree in retail, fashion, or economics preferred
* 0-2 years of buying experience with a specialty or department store retailer (e-commerce experience preferred)
* Must have demonstrable attention to detail and prioritization skills
* Proactive team player who is comfortable building working relationships with vendors and colleagues
* Strong retail math skills with ability to analyze statistics
* Software knowledge in Microsoft Office/Suite proficient (Excel, Word)