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# Example of Associate Buyer Job Description

Our innovative and growing company is looking to fill the role of associate buyer. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate buyer

* Manages samples
* Responsible for all day to day managing, planning and execution in the department, processing of all paperwork, open to buy format, orders, vendor communication
* Perform weekly, monthly and seasonal sales analysis to make short and long term recommendations to drive (sub)category business
* Develop and present line plan to Buyer for merchandise category or department to achieve financial goals
* Partner with our Accessories buyer to create pricing architecture for assortment to leverage sales and margin
* Understand business opportunities and successfully communicate needs to Global Merchandising partners and other key stakeholders in order to secure future product development and strategic goals
* Visit stores and market regularly to understand customers’ and stores’ product and merchandising needs
* Identify product opportunities through regular “hind-sighting that incorporates
* Maintain updated knowledge of key competitor product, distribution and pricing strategies
* Manage product pricing variances across all European market

## Qualifications for associate buyer

* Partner with Planning & Allocation team to analyze sales and inventory in order to substantiate and financially support recommendations
* Stay abreast of competition and trends through market visits, competitive shopping and analysis
* Minimum 5 years of related merchandising/buying experience
* Excellent analytical skills and knowledge of retail math
* Ability to build relationships across all levels and work collaboratively to achieve results
* An euntreprenarial mindset, ability to take initiative and react quickly to shifting priorities