Downloaded from <https://www.velvetjobs.com/job-descriptions/buyer-assistant>

# Example of Buyer Assistant Job Description

Our company is hiring for a buyer assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for buyer assistant

* Shops retail, interacts with consumer, and forecasts market trends with the buyer to ensure merchandise mix is customer oriented
* Analyzes product performance by style, color, and size
* Maintenance of an open-to-buy and achievement of profitability goals
* Assists with the placement of purchase orders to ensure accuracy
* Approves size selling projections for all new buys and re-orders submitted by the Merchandise Processor
* Partners with Buyer on submission and inspection of sample products
* Tracks incoming receipts in the distribution center and follows up on their arrival
* Maintain, develop, and update departmental reports
* Manage key item flow sheets and provide recommendations for re-orders, cancellations, and airs
* Facilitates with RTV’s & shoe doctor projects

## Qualifications for buyer assistant

* Experience with product development and/or sourcing a plus
* Promotes improvement and impact on department processes
* Supports special projects to completion of objectives
* Exhibits resourcefulness and initiative in resolving issues
* Strong computer skills and query capabilities
* Ability to make group presentations and make recommendations