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# Example of Buyer Assistant Job Description

Our growing company is looking 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

* Manage and maintain daily correspondence of assigned vendors/accounts
* Negotiate deliveries to ensure consistent and early flow of goods/merchandise to maximize sales and meet plan
* Maintain and develop excellent vendor relationships
* Ensure right mix of product and maintain awareness of competitors position and market share
* Work with the Buyer to ensure consistent buy message
* Supporting with buying appointments
* Completing and sending of orders to vendor
* Attending ad-hoc buying appointments in Buyers absence to gather product info for review later
* Liaising with Retail Coordinators as queries arise after orders placed
* Getting involved in trend forecasting process

## Qualifications for buyer assistant

* Accuracy and follow-through
* Must be organized, able to set priorities, and be a self-starter
* Experience with AS400 recommended but not required
* Knowledge of graphic and fine art supplies required
* Proactive in daily tasks and completing them in timely manner
* Pro-active and able to show initiative/ideas to constantly improve MRPORTER.COM offering