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# Example of Buyers Assistant Job Description

Our growing company is searching for experienced candidates for the position of buyers assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for buyers assistant

* A keen interest in Category Management/buying
* Monitors open purchase orders to ensure that all merchandise ordered is received
* Provides administrative support by maintaining and processing the related paperwork for the buying function and other various duties as needed
* Effectively supports the Buying team, delivering great service to Buying team and stakeholders
* Data integrity (regarding product, promotional set up, range management)
* Tasks and information delivered in timely manner to achieve critical path
* High degree of accuracy for all tasks assigned
* Demonstrates strong organisational skills efficiently managing workload
* Admin excellence
* Demonstrates the Sainsbury’s values

## Qualifications for buyers assistant

* Ability to present and maintain a professional image and relationship with customers, vendors, and other departmental staff
* Images/Content Amends
* Commercially astute, ambitious and highly intelligent individuals who are hungy for succes and genuine responsibility
* Administrative experience in a retail environment preferable or experience in a clothing manufacturing environment
* Demonstrated taste level and flair
* Results driven and proactive