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# Example of Buyers Assistant Job Description

Our company is growing rapidly and is hiring for a buyers assistant. 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 buyers assistant

* Continually develop knowledge by regularly visiting stores, competitive shopping, reviewing customer insight information
* Ability to manage, mentor and lead others in the performance of their duties
* Interact with financial institutions, customers and vendors in a friendly, timely and quality manner
* Assist staff with questions they have regarding their daily activities
* Management of department systems
* Daily contact with suppliers to maintain sales performance and delivery procedures
* Administration of order management
* Manage department critical path
* Work closely with the DC, Supplier and Accounts team on all queries
* Support Assistant Buyer and Senior Buyer in day to day tasks on the department

## Qualifications for buyers assistant

* Input on departmental processes and team meetings
* In time there is potential to buy and manage own category
* Work closely with MAA to track stock intake
* Sample management for web shoots & press days
* Fashion degree graduate
* Previous experience in a Head Office environment preferred but not essential