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# Example of Buyers Assistant Job Description

Our innovative and growing company is looking 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

* Create and follow-up on purchase orders
* Corresponding with vendors by email and phone
* Organizing office and sample room
* Coordinate and organize import order documentation for multiple overseas vendors
* Correspond directly with overseas vendor on product packaging detail
* Responsible for record keeping related to CPSIA Federal and State regulations specific to product category
* Provide administration support to the buying team covering all departmental issues/queries
* Manage orders through to TOP approval
* Manage samples, coordinate fit process and communicate with related parties
* Critical path management of product, sample receipt, lab dip/trim/fit approvals, TOP receipt and approval, ensuring vendors receipt of tickets for labelling

## Qualifications for buyers assistant

* Ability to coordinate multiple tasks in various environments
* Ability to multitask in our fast-paced buying office
* Must be organized and extremely detail oriented
* Must be self-motivated and work well without direct supervision
* Ability to communicate effectively via email with international vendors
* Ability to work well with a team alone