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

# Example of Buying Assistant Job Description

Our innovative and growing company is looking to fill the role of buying 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 buying assistant

* Cover for the Senior Executive Assistant and the other assistant(s) when necessary
* Organize team events and lunches (sourcing venues, catering etc…)
* Greet guests and ensure meeting rooms are set up for the VP of Global Buying
* Identify and register buyers for relevant trade fairs in Milan and Paris
* Screen designer emails and report potential brands to the appropriate buyer on a seasonal basis
* Prepare PowerPoint presentations, reports, agendas as requested by the VP of Global Buying
* Take minutes at meetings, ensuring that minutes are prepared and distributed
* Assist the Buying Director and Buying Managers in all aspects of special projects and designer collaborations, including production
* Be a central point of contact for the buying team and other departments– for questions, assistance, and guidance
* Knowledgeable in women’s contemporary brands, current trends

## Qualifications for buying assistant

* Fully fluent in spoken and business level written English
* Confident user in MS Office software(Word, Outlook, Excel)
* Ideal candidate will have a passion for fashion
* Ability to balance multiple tasks, attention to detail
* Provide support to the Merchandising/buying Team through seasonal/ Monthly/ weekly KPI’s reports and ad hoc analysis – Product / Inventory/ Distribution – in order to identify adequate actions and ensure constant market connectivity & reactivity
* Based on seasonal performance, support the Team in preparing new seasonal strategies through effective insight analysis and Range Planning preparation