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# Example of Buying Assistant Job Description

Our company is growing rapidly and is looking for a 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

* Serve as the liaison between Buying Team, internal staff and outside clients
* Coordinate with internal departments and Buying team for various projects
* Experience in luxury goods and fast retailing business
* Strong analytical skills and comprehensive understanding of “retail maths”
* Co-ordinate trend documents
* Provide ad hoc support to the team in the delivery of duties and project milestones that support the overall Buying strategy
* Send out initial project notification letter during enablement to identified suppliers
* Answer questions from suppliers during enablement process
* Track and report on progress of non-compliant suppliers
* Gather and update supplier contact information and master data

## Qualifications for buying assistant

* Showroom experience
* Motivated and willing to go above and beyond to support the buying director(s) and buyer
* Capable self-starter ability to give constructive criticism, encourage teammates, and celebrate team successes
* Some physical work required to pull press pieces from a large warehouse
* Strong understanding of industry trends and market awareness
* Work with Key business contacts to identify and confirm future processes and buying channels for any complex supplier services