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# Example of Buying Manager Job Description

Our growing company is hiring for a buying manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for buying manager

* Collaborate with Company Planning, Marketing, and Buying leads to develop a pre-season and in-season promo plan calendar to deliver top-line financials, support the division-level needs
* Assess and manage a Buying Open to Buy forecast to help inform tops down financial forecast positioning, while identifying risks and opportunities
* Develop and mentor talents, define the appropriate training plan
* Strategic vision and executional abilities
* Strong Influential skills, confidence and assertiveness
* A collaborative and respectful team player with ability to make sound judgement, and build partnerships beyond own area of responsibility
* Highly flexible and adaptable, comfortable with ambiguity & can thrive in changing environment
* Obtains and manages project resources, including external consultants
* Conducts qualitative and quantitative analysis using appropriate tools and techniques to understand severity of potential risks
* Examines project uncertainties that may impact the success of the project, identifying and analyzing the significant risks and recommending proactive work around or mitigation strategies

## Qualifications for buying manager

* Strong market sense in footwear
* Good analytical mind & negotiation skills
* Understanding of web analytical & audience metrics with at least 3 years of working experience
* Previous experience in Footwear and Accessories strongly preferred
* Ideally 2 years experience in a sales environment, in an Account Planner or Media Planner position is a plus
* Analytically minded with a strong attention to detail