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# Example of Retail Buyer Job Description

Our company is searching for experienced candidates for the position of retail buyer. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for retail buyer

* Build Visual Merchandising Map to execute quarterly store floor layouts
* Create forecast buy plans by SKU for department buy plans to roll to total budget’s plan
* Create and write POs for assigned departments and track POs to ensure on time delivery
* Provide Allocation Team final assortment plans and product details
* Communicate to cross functional partners any product changes that can effect areas
* Correspond with functional areas to resolve, handle and escalate difficult issues on product quality issues, re-ticketing issues, or customer service needs
* Understand competitive environment
* Provide Inventory Management with final assortment plans (line lists), product details, target retails, estimated MMU or landed mark-up, importance to overall assortment (big bets), flow to DC and depiction for developing purchase projections and buy plans
* Collaborate with Inventory Management and recommend adjustments (markdowns, delivery changes and quality changes) to the plan to maximize sales, profits, budget (OTB) and to protect the brand
* The Buyer drives financial results that maximize sales, inventory, and bottom line profitability

## Qualifications for retail buyer

* Trend Analysis and problem solving skills are required
* A/BS required
* Ability to travel extensively throughout the EMEA zone
* A minimum of a 2.1 degree in a relevant discipline
* Knowledge of retail math and calculation of metrics such as inventory turn, weeks of supply, margin, gross –to-net
* P&L management and ROI analysis