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# Example of Retail Buyer Job Description

Our growing company is searching for experienced candidates for the position of retail buyer. 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 retail buyer

* Responsible to partner with manager to develop seasonal strategies that align with overall strategic vision
* Develop and articulate a POV about product assortment and business opportunities weekly
* Provide strategies and marketing plan related to our catalog while helping to paginate product categories
* Partner with key Ecomm and web merchants to ensure website drives business and engages customers to influence conversion
* Work with off line vendors as needed to supplement assortment
* Assist Buying team in the selection and purcjase of product from vendor lines to augument planned assortments on trend data
* Assist Buying team in performing market analyses
* Maintain assortment plans and continuously assess market to identify and react to trends
* Create and file Purchase Orders and worksheets as needed
* Communicate any changes to existing orders to the Purchase Order department

## Qualifications for retail buyer

* Bachelor's degree in Marketing, Retail Administration, Merchandising, Business, or other related field and/or related experience preferred
* Merchandising skills preferred
* 5+ years Buying/Merchandising experience required
* Degree in Economics or Mathematics is preferable
* Knowledge of SAP will be highly valued
* Merchandising for Footwear or Apparel