



Example of Buyer Assistant Job Description

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Our growing company is looking to fill the role of buyer 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 buyer assistant

- Contacting vendor to ensure purchase orders have been received, which have not been confirmed and follows up on those, which are late
- Complying various reports, such as purchase order status reports, back order reports illustrating priority items not shipped by supplier, for senior management as required
- Analyzing, late Po and critical needs reports and taking appropriate action in order to have a positive impact on Fill Rate and customer satisfaction
- Cross-shipping products that is abundant in one distribution center to others, where there are backorders
- Working the top backorder and cross ship system daily to ensure all causes and ETA's are filled in and appropriate actions are taken to respond to correct issue and positively impact fill rate
- Determining appropriate product quantities to be purchased to keep inventory replenished at sufficient levels to support sales for assigned lines
- Special buying agreements for assigned lines, including negotiations of additional discounts, thereby increasing inner margin
- Studying merchants' sales plans evaluating product sales history for assigned lines to develop inventory forecast and adjust E3 forecast accordingly
- Researching and resolving situations that affect fill rate of assigned lines and determine reason for deviation from the plan
- Meeting with assigned vendors on a regular basis to keep informed of product specifications

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- Must be willing to ask questions and be comfortable taking direction
 - Create assortment recaps, buy sheets and sku counts to support the buying team
 - Work closely with cross functional teams (planning, allocation, visual, marketing, design, production etc...)
 - Manage all POs and on order
 - Maintain and organize all seasonal sample lines
 - 1 year experience in a retail or wholesale assistant position