



Example of Buyers Assistant Job Description

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Our company is hiring for a buyers assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for buyers assistant

- Close and accurate management of purchase orders and the critical path
- Raising all accessories orders on the system
- Run Monday reports for the buying team
- Sample management for production, catalogue shoots and press days
- Key involvement in chasing relevant samples and communicating comments with vendors
- Work closely with other functions of the business to achieve smooth running of the department
- Preparation of Buyer presentations and range reviews
- Regular interaction and communication with stores
- Will be trained to cover for other Buyers Assistants
- Responsible for entering (and revising) purchase orders on a timely basis and maintaining data integrity across multiple internal systems

Qualifications for buyers assistant

- Degree educated preferred (or equivalent)
- Commercially astute, ambitious and highly intelligent individual who is hungry for success and genuine responsibility
- Previous experience in a buying office preferred but not essential
- Commercial awareness and a keen interest in the fashion retail industry
- To have a creative flair
- Relevant retail qualification