



Example of Buying Assistant Job Description

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

Responsibilities for buying assistant

- Building strong relationships with buyers, sales analyst, and vendors
- Responsible for entering reorders for product in both selling channels
- Ensure timely delivery of merchandise through consistent communication and follow-up with buying operations team
- Develop strong communication skills
- Ensure proper set up and maintenance of buy information in our merchandise tracking system (MTS) including sku, descriptions, PO information, delivery, retail cost
- Work in synergy with Buying Operations Coordinators toward common goals for the merchandise area
- Help Sr
- Assist in the preparation and delivery of product presentations to field teams, ensuring clarity and accuracy are evident at all times
- Cross-functional Collaboration Work closely with Allocation team to drive an optimal stock allocation strategy that supports the merchandising plans and drive actions where needed Partner with Marketing to ensure key initiatives or product ideas are supported through the various communication platforms
- Collaborates with Retail Operations and Logistics to ensure programs, product placements and changes are clearly communicated

Qualifications for buying assistant

- Proficient in Gmail, Word, Excel, and online navigation
- Experienced in Outlook, Word, Excel, and some math required

- Regularly visit and communicate with stores, gaining valuable feedback on assortment and pricing opportunities from the field teams
- People Development Monitor and review self-performance with manager and set clear development objectives
- Experience in fashion/luxury goods is preferred