



# Example of Jewelry Buyer Job Description

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

- Monitors and responds to issues and opportunities resulting from deviations in plan variances
- Analyzes sales trend, key items, vendor profitability, and aged inventory and make recommendations for driving improved performance
- Manage OTB budgets, receipt reconciliation, purchase order maintenance, and product tracking
- Create, analyze and deliver business analysis on a weekly, monthly, quarterly, and annual basis
- Use reporting to develop an in-depth understanding of product performance, customer base, and micro-assorting
- Partner with merchandising team to develop and refine seasonal line architecture to maximize omni business needs
- Facilitate all business ownership and relationship management with third party vendors internal categories
- Partner closely with planning teams on seasonal budgets, monthly forecasting, and weekly business updates
- Work alongside visual merchandising partners on monthly floorset walk-thrus and overall product placement in stores
- Partner with e-commerce merchandising and photo teams to ensure product accuracy and propose enhancements

## Qualifications for jewelry buyer

- Ability to lead team effectively and create an exciting workplace
- Responsible for planning & overseeing the OTB, taking action
- Manage the buying process, including building assortments based on historical and current product performance, analyzing business and managing inventory flow
- Review and analyze business weekly, monthly, seasonally, developing appropriate initiatives
- Analyzing competitive pricing, product, presentation and timing