



Example of Junior Buyer Job Description

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Our growing company is looking for a junior buyer. 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 junior buyer

- Range planning and trend forecasting with direction from Senior Buyer, Buying Director and VP of Global Buying
- Maintain and develop best position with vendors
- Ensure right mix of product and maintain awareness of competitors positioning
- Work with Head of Merchandising and other Buyers to ensure consistent buy message
- Stay on budget and overage for cancellations
- Communicate buys/strategies internally to all relevant teams, including marketing and editorial
- Attend Buying Appointments and assist the Buyer with selections and ensure that critical path and calendars are met
- To accurately complete order sheets in a concise and timely manner that can be used cross-functionally
- Assist the Buyer on the buying plan to ensure that options, stock levels and sizes are accurate and correct in store
- To react to customer and business trends by providing timely information to sales and production

Qualifications for junior buyer

- Attend Design and Production Seasonal Board Presentations and alongside

- To create and communicate weekly, mid-season and end of season collection reports to the Buyer
- To assist with producing and distributing Retail Shop selling aids including swatch books, look books, collection and fabric information
- Experience of the Women's ready to wear and Junior market both nationally and internationally
- Able to identify target customer groups and apply to long term strategies