



JOB DESCRIPTION

Title: **BUYER**
Status: Full-time/Salaried/Exempt

Buyer

- Actively seeks out new lines, product direction & merchandise concepts
- Establish excellent vendor relations and negotiate for best pricing/terms
- Maintain appropriate inventory levels
- Analyze weekly reports, determine reorders, balance stock
- Attend regional & national trade shows
- Screen new products from cold calls
- Maintain special orders
- React to vendor/product problems, find timely/creative resolutions
- Research & secure co-op advertising

Train & Supervise Assistant Buyers

- Conduct training, set goals, provide ongoing feedback
- Delegate and monitor workloads and deadlines
- Conduct performance evaluations

In-Store Presence

- Prioritize and utilize time management skills to balance time between office duties and store visits
- Participate in communicating floor moves and story concepts
- Assess merchandising effectiveness and stock levels
- Provide training to sales staff to further assistance and support for buyer categories

Product Information

- Develop and utilize clear communication to disseminate timely product information to stores on an ongoing basis
- Give consistent direction to web team to support your categories
- Utilize social media to generate interest and excitement for the products you support

Misc.

- Demonstrates leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Assist in special projects, maintenance, clean-up and reorganization as needed
- Ability to react quickly to fast-paced, ever-changing retail environment
- Additional schedule availability required during retail holiday seasons