



# 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 (possible some international travel)
- Screen new products from cold calls
- Maintain special orders
- React to vendor/product problems, find timely/creative resolutions
- Research & secure co-op advertising
- Conduct store visits and participate in store projects, as needed

## **Product Development**

- Provide leadership and support on new product development
- Collaborate on design, financial analysis and assortment strategy
- Provide communication and project management through all phases of the product cycle

## **Train & Supervise Assistant Buyers**

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

## **Product Information**

- Develop and utilize clear communication to disseminate timely product information to stores on an ongoing basis
- 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

**Requirements:** Four year degree, previous retail buying experience, attention to detail, strong organizational and analytical abilities, flexibility, and willingness to respond to change and a fast-paced environment. Ability to sit for majority of shift. Ability to work at a computer for majority of shift. Willingness and ability to work in stores on occasion to balance inventory or assist where needed. Adobe Photoshop and graphic design background a plus.