

ROLE PROFILE

Job Title	Assistant Buyer – GEN011	Reports To	Buyer	Location	Bradford
Date Created	February 2021	Department	B&M	Grade/Band	M4
Purpose: To develop and implement a departmental product range which satisfies customer requirements and delivers the core values and attributes of the Brands					
Main Accountabilities		Key Performance Indicators	Skills & Experience		Competencies
<ul style="list-style-type: none">• To select a product range under the guidance of the Buyer, which maximises sales opportunities and anticipates and exceeds customer needs – including branded products• Responsible for managing suppliers and brands, attending trade shows and attending buying appointments whenever possible• Responsible for all web briefs- Set-up, manage and follow through to ensure product availability for live dates• Review the market place and latest trends in pulling together samples and colour swatches from potential suppliers and in regard to price products of trends• Manage stylist briefs meetings for the department in absence of buying manager. Work with design to develop styling and looks.• Assist the Buyer to create and compile detailed briefs for new developments and liaise with relevant markets• Source merchandise to ensure product quality, value and continuity of supply in line with departmental aims• Assist in range building and product selection• Develop close relationships with suppliers to ensure timely and accurate samples are produced, work closely with QA to ensure procedures and approval process is to agreed policies and best practice standards		<ul style="list-style-type: none">• All areas have relevant cross-sells loaded• Paginate pages and flat plans in terms of brands, options and product stories• All product information is accurate and loaded on time• Delivering to critical path dates on approval of samples• Samples are available for shoots and PR on time and with appropriate accessories• Identify trends and maximise sales opportunities, including repeats, markdowns return and stock swaps• Fulfil options counts and budgets within margin and cash parameters	<ul style="list-style-type: none">▪ Proven experience of working within a Buying Team in a retail environment▪ Demonstrate understanding of different customer types and end-use of offer▪ Working knowledge of buying processes▪ Proven track record for developing effective working relationships▪ Competitor knowledge and understanding in both retail and online▪ Excellent organisational skills▪ Ability to prioritise effectively whilst working at pace▪ Microsoft office skills including excel		<ul style="list-style-type: none">• Results Focus• Customer Focus• Teamwork• Negotiating and Influencing• Planning and Prioritisation• Technical Skill• Business Improvement

<ul style="list-style-type: none"> • Manage the critical path dates and schedules to ensure samples are available for photography on time, chasing where necessary • Write product copy and loading cross-sells • Liaise with Web Content Team and E-Commerce to ensure product copy and photographs reflect the product accurately and offer suggestions for improvement where necessary • Set-up, manage and follow through all buying administration systems and procedures to ensure product availability and on-time delivery • Collate information on the supplier's performance in preparation for the supplier review including Brands both stock and Direct Despatch. • Manage the sample room and sample process, ensuring the sample room and basement storage is kept tidy and samples are available for photography and PR opportunities when required • Present and report on season performance and build a new strategy based on this. • To take reasonable care for the health and safety of yourself and other persons who may be affected by acts and omissions at work • To comply with FCA regulations, where applicable • Demonstrate behaviours in line with our Company values • To be committed to the fair treatment of customers at all time. 	<ul style="list-style-type: none"> • Returns rates are monitored • Timeliness of product set-up across all systems and processes • Weekly reports are provided on trade 		
Dimensions: Reports to Buyer. No budget accountability. Works with merchandising, marketing and e-commerce teams.			