RETAIL BUYER

Job Description:

**Retail Buyers** are responsible for planning, managing, selecting and purchasing goods and merchandise that are sold in retailstores. They look for new and review existing goods in store to ensure store's competitiveness. Buying is an important and responsible role within a retailer as profitability can be affected by how successfully their work is undertaken. The buyer can enhance profits by acquiring suitable goods at competitive prices through sensible planning and careful purchasing. It’s very important for buyers to understand their target audience and be able to predict future trends so that they can purchase what customers want.

Job Responsibilities:

* Review existing stores' product offerings
* Make suggestions for new product offerings based on consumer research
* Perform consumer research to determine product demand
* Awareness of key performance trends
* Examine promotion details and resolve any pricing discrepancies if needed
* Provide all the needed information on products, their prices and promotion
* Handle all customers inquiries and requests
* Prepare and present sales projections
* Provide samples for customers
* Monitor product sales
* identifying and meeting suitable suppliers/manufacturers
* visiting fashion shows and trade fairs to look for new products
* managing stock levels
* negotiating prices, quantities and delivery time-scales
* pitching ideas
* producing reports and forecasts
* financial administration
* managing junior staff
* liaising with other employees about sales performances
* reviewing what is and isn’t working.

Job Qualifications:

* Associates in business, logistics, supply chain management or related field required
* Bachelors degree in business, logistics, supply chain management or related field required
* Experience as a retail buyer

Opportunities as a retail buyer are available for applicants without experience in which more than one bar retail buyer is needed in an area such that an experienced retail buyer will be present to mentor.

Job Skills Required:

* Knowledge of modern management techniques and best practices
* Ability to meet sales targets and production goals
* Familiarity with industry’s rules and regulations
* Excellent organizational skills
* Results driven and customer focused
* Awareness of the retail industry and current trends
* Working knowledge of arithmetic and algebra
* Good communication skills
* Team Player
* Inventory and finance software skills required
* Strong understanding of sales and customer service techniques
* Excellent customer service skills
* Outstanding communication and interpersonal skills
* Basic understanding of human psychology
* Good listening skills
* Demonstrated ability to maintain and work within a budget
* Exceptional leadership and time, task, and resource management skills.
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
* Proficiency with computers, especially MS Office.
* Ability to plan for and keep track of multiple projects and deadlines.