

Ideal Shopping Direct Plc - Job Description



Job Title: Assistant Buyer

Job Purpose:

To assist and deputise for the Buyer in the identification and sourcing of merchandise.

Line Responsibility

To: Buyer / Senior Buyer

For: N/A

Key responsibilities & accountabilities

- As part of the budgeting process, assist the Buyer in the proposed plans for growth of the category and the presentation to the Trading Manager.
- Demonstrate a clear and thorough understanding of the customer proposition and market place and seek to improve categories role and contribution.
- Understand Cost of Goods and net profitability of the category and seek to identify proactive ways of enhancing net contribution.
- Prepare information for product ranges/selection meetings, gather customer, supplier and competitor information, request product samples or information, competitive shopping reports and prepare product direction boards.
- Ensure all shows are communicated to the CPA and CPM, with a clear strategy. All new show strands to be presented with clear rationale.
- Provide product information and analysis as requested by the Buyer.
- Assist the Buyer in the development, management and motivation of the Buying Assistant.
- Pro actively liaise with the merchandising team to ensure the delivery of stock and sales targets.
- Responsible for all post-selection administration and follow-up including file maintenance.
- Administrative and clerical responsibilities associated with resolving queries from internal and external customers of the department.
- Update systems to ensure that product range information is keyed on time and accuracy is maintained.

Health & Safety

Responsibility to ensure that they have studied all relevant health & safety information and are aware of, and working to appropriate company safe systems of work and procedures. The application of some safety procedures may vary slightly depending on the group of people involved or the environment they work in. For specific health & safety responsibilities refer to individual job descriptions.

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Person Specification:

Intelligence

- Graduate Calibre
- Highly numerate with strong analytical skills.
- Enquiring and logical to deliver practical solutions.
- Strong attention to detail.
- High PC Literacy.
- Strong communication skills both written and verbal.

Work Style

- Plan, prioritise and focus on the issues.
- Challenge the status quo.
- High level of Buying inventory process knowledge.
- Self starter and able to work to exacting project deadlines.

Personal Style

- Strong communication, negotiation and influencing skills.
- Visible, persuasive and receptive.
- Resilient
- Works well under pressure

Signed.....

Print Name.....

Date.....