Job Title: Assistant Buyer  
Department: Buying  
Reporting to: Buyer per Location

Key Objective:
The primary purpose of this role is to provide comprehensive administrative and operational support to the Buying Team. Effectively assist Buyers in selection and procurement of merchandise, which supports overall Company sales volume, gross margin and turnover objectives.

Main Duties & Responsibilities:

- Assist the buyer to maintain awareness of all fashion and market trends and new brands or designers and review them as potential suppliers.
- Assist the Buyer to capture all relevant commercial and product information from buying appointments and attend key appointments with the Buyer when required.
- Work as a key Matches point of contact for all suppliers for own departments.
- Set up the buying office for each season – and maintain buying spreadsheets and records with all product information.
- Maintain buying spreadsheets for own departments and keep Open To Buy up to date.
- Run all department reports including weekly company collection and sell-through reports.
- Provide the Merchandising team with all relevant product detail, including exchange rates and mark ups to ensure orders are raised accurately and efficiently and with correct authorization to ensure speedy administration through the business.
- Complete sizing orders and sending within the window of order due.
- Booking in and authorizing release of deliveries.
- Liaise with accounts department regarding supplier payment terms, discount and stock discrepancies.
- Monitor current season stock and propose repeat orders where appropriate. Ensure all authorized reorders are placed in timely manner with supplier and raised by the Merchandising Team.
- Monitor and maintain A-Season stock in terms of depth on sizes and re-order when required.
- Inform stores of planned deliveries.
- Organise and administer stock swaps.
- Partner with merchandising team to ensure stock is moved between stores when required.
- Assist the buyer to create seasonal markdown plans.
- Arranging and organizing all buying appointments.
- Organising and booking travel and accommodation arrangements for all buyers and show tickets/trade shows.
• Setting up press day each season and returning these samples to suppliers in a timely window.

**Essential Skills & Experience:**

• Educated to degree level in a fashion or design related field
• Must possess at least 1 year of assistant buying experience in a retail environment
• High proficiency in MS Word, Excel and Outlook.
• Strong analytical skills
• Demonstrate effective interpersonal and communication skills across all levels of staff
• Ability to work as a part of a team and on own initiative
• Demonstrate technical knowledge of fabrics and garments construction
• Awareness of market and fashion trends
• Ability to self manage and work to set timescales