



## **Assistant Buyer Job Description**

The assistant buyer plays a core part in assisting the head buying team for Alumni Hall. The assistant buyer is responsible for:

### **RESPONSIBILITIES:**

- Inputting orders into the system as directed by the buyers
- Inputting markdowns into the system and entering/communicating any clearance promos to stores
- Entering any promotions into the system as directed by the buyers and assist in communicating to stores
- Communicating to stores and vendors in a professional and timely manner
- Processing damages/donate to charity items sent to home office from stores
- Assisting the buyers with ad hoc reporting, spreadsheets, and reorders as requested

### **QUALIFICATIONS:**

- Must be detail oriented & able to multi-task
- Effective time management skills
- Strong sense of urgency and prioritization
- Excellent written and oral communication skills
- Team player with a high work ethic
- Ability to learn inventory software easily and quickly
- Proficient in Microsoft Office programs
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### **DISCLAIMER:**

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.