

Assistant Buyer/ Buyer

Job Description

The incumbent will be responsible for the execution of buying activities and ensure a smooth communication with shops so as to achieve turnover, gross profit and inventory target.

Job Duties and Responsibilities:

- Plan and execute all merchandising functions, including merchandise planning and monitoring seasonal OTB and sales;
- Analyse sales performance, sell through and manage markdown during sale period to maximize and maintain planned GP;
- Deploy effective merchandise ordering, replenishment and inventory control to achieve sell-through and GP target
- Control designated brands OTB from given sales targets
- Allocate goods accurately to different stores based on demand and store profile, forecast and manage inventory level from store to store;
- Conduct consolidation to maintain optimal stock/SKUs holding at store level, PO allocation/ replenishment order/ price change/ Shipment schedule and others
- Prepare regular analysis & reports for management review
- Conduct regular product training to sales team
- Work closely with Retail operation and Marketing team to maximize sales performance
- Recommend and exploit potential products/brands from market knowledge and data analysis, buy the right products in coherence with the retail chain's positioning

Requirements:

- University graduate
- Minimum 2 years' relevant buying experience with knowledge in buying and inventory management of Lingerie/Apparel/ Footwear, Less experience will be considered as assistant buyer
- Strong business sense, attentive to figures and strong analytical skills
- Proactive, Good communication and negotiation skills, and able to work under pressure
- Proficiency in English and Chinese
- Proficient in MS Word, Excel, PowerPoint

For those interested, please send CV with expected salary/available date to Ms Cookie Tang (cookietang@privateshop.com.hk)