

**Position Description: Buyers Assistant****Reports to: Buyer**

This is an exciting opportunity to join one of New Zealand's leading retail brands. Bed Bath & Beyond is currently looking for a **Buyers Assistant** to join the team!

Working under the direction and guidance of the **Bath & Apparel Buyer**, you will provide support to the department to ensure product is developed, purchase orders placed in a timely manner, and product is managed through the entire lifecycle: from development, delivery, allocation, promotion, and exit.

This is a **full-time position** based at our **BBB Support Office in Manurewa**, working a minimum 40 hours per week on a Monday to Friday roster, or an optional 9-Day Fortnight Arrangement.

**The Buyers Assistant is responsible for:**

- Performing all the necessary administrative duties within the buyer ship, ensuring all information is recorded, maintained and filed systematically for ease of reference
- Placement and management of purchase orders to achieve targeted timelines on delivery dates as instructed by the Buyer
- Maintain and track all product and order records from purchasing to delivery
- Liaise with overseas and local suppliers
- Booking in local stock that comes into the warehouse or to stores
- Manage product uplift and keying of products for promotions
- Monitor and maintain margins to target levels, through reviewing and reporting
- Sales analysis and forecasting, including seasonal PSA's (Post Season Analysis), backwall forecasting to ensure orders are placed in a timely manner.
- Proactively conduct analysis to ensure the buyer ship maintains its competitive advantage
- Researching and participating in mood board inspiration meetings
- Prepare marketing submissions for promotions, including checking store signage for accuracy, keying promotions accurately, and meeting targets
- Ensure all samples are requested, delivered, quality checked, and set up in a timely manner to meet marketing requirements and timeframes
- Creating seasonal look books for stores
- Support the wider team as required
- Generate and effectively communicate general information emails
- Other tasks as required on an ad hoc basis

**Skills and Experience:**

- Microsoft Office skills (Outlook, Excel) are essential
- Proven sales analysis and forecasting experience
- Excellent communication skills both written and verbal is a must
- Knowledge, understanding and ability to follow legislation (related to pricing, trading standards, contracts, health and safety, employment legislation)
- Experience with AI tools for data analysis is an advantage

**To succeed in this role, the Buyers Assistant will have:**

- Previous experience as a Buyers Assistant is essential
- A minimum of 2 years relevant experience in a similar role with a proven foundation of retail skills
- An eye for colours and trends with an enthusiasm for the apparel and textile industry
- Be passionate, motivated and creative, bringing strong interpersonal skills to a team focussed environment

**Perks of being a BBB team member:**

- The opportunity to learn from industry professionals with years of experience
- Generous staff discount for you and your immediate family
- A fun and family-oriented company culture
- Flexibility to have some fun with the team using the Social Fund
- Savings plan with a 10% gift card + cash bonus to enjoy in the Silly Season
- Rewards for successfully referring part-time or full-time employees
- Free and confidential access to mental health & wellbeing support
- Recognising and celebrating 5, 10 & 15 years' service with BBB