

AUSTIN REED

JOB DESCRIPTION

Position:	Buyer – Men's Formalwear
Product Area:	Suits, trousers, jackets, evening wear, coats, Made to Measure
Reporting To:	Head of Buying
Location:	London Office
Overall Purpose:	To plan, manage and control the process for the design, development and supply of agreed product ranges to meet the needs of our target customers. To achieve the sales, profit, delivery and stock objectives of the business.

Main Responsibilities

Planning

- To develop and agree the range plan for each collection in conjunction with the Merchandiser (based on the product brief), to meet the sales, profit, initial margin, stock and range structure objectives
- To balance the range for the target customer in terms of end use, innovation and core, price points, old stock, style, colour, fabric and risk
- To plan the range so that a balanced offering is made in all store grades and concessions and old stock is accounted for
- To meet all scheduled development, ordering and range review deadlines in accordance with the buying and merchandising process

Market Analysis

- To conduct regular visits to competitors and undertake range assessments and benchmarking. To visit inspirational shops to get ideas and direction for product development

- Undertake regular branch visits to understand current product sales, customer reactions and needs and store requirements. Maintain ongoing feedback from branch management
- To visit trade shows and mills: seek information from suppliers on new developments; review media for future predictions and assess design trends
- To produce a report on key trends and directions

Performance Review

- To proactively identify and potentialise product performance (sales, margin, colour, style, price points, etc) and identify trends and areas of opportunity with the Merchandiser and report on range planning conclusions and recommendations
- Adopt a strong trading mentality, identifying key trends appropriate for the customer, and incorporating them into the range

Product Development

- To work with the Merchandiser and other relevant team members in developing the range and manage the product development process through to delivery into warehouse
- To ensure that design, innovation and exclusivity are built into the range and identify potential promotable stories/offers
- To ensure suppliers understand the plans for the season and delivery requirements. Obtain the suppliers' input and ideas
- To source selected fabrics and identify the appropriate manufacturing resources to meet quality, price and range criteria
- To manage and control the sample procedure and ensure relevant samples are available for press days and wholesale if required
- To manage order input deadlines on the system and monitor order progress against required targets

Supply Chain

- To negotiate cost price and delivery from suppliers and obtain maximum flexibility and reliability from all suppliers

- To identify, assess and develop alternative supply resources
- To place agreed orders with suppliers in time to meet delivery windows and in accordance with company ordering procedures
- To manage suppliers to ensure they meet order commitments on quality, delivery, performance and cost and meet company supply policies

Quality

- To work with suppliers to proactively manage quality and build quality assurance stages into the critical path so that delivery dates are not jeopardised
- To involve the relevant team members from concept stage through to production so that quality assurance on fabric, design, construction and production are all evaluated early
- To ensure a sealed sample is agreed and the sealing procedure adhered to, and check all samples for size, labelling, trim and quality requirements

Management

- To work closely with the Merchandiser and relevant team members to ensure there is regular communication and liaison, to achieve effective management of the department
- To liaise with other departments in the planning, promotion and presentation of the range, particularly Retail Operations, Marketing (and Licensing as required) and present the ranges at range review meetings
- To acquire and maintain the relevant skills to use the required systems and processes
- To recruit, train and develop the buying team staff and ensure that company policies and procedures are being adhered to at all times

Critical Dimensions

- Supervision and development of x 1 Assistant Buyer; x 1 Buyers Admin Assistant

Key Skills, Knowledge and Experience

Previous experience as a Buyer within menswear product range; gained in a recognised blue-chip retailer