

Job Title: Buyer Level - CC Petites
Reporting to: Head of Buying
Product Area: Covers all product areas excluding accessories
Responsible for: Buyers Administrative Assistant
Location: London Office
Job Purpose: Work in partnership with the design team to build and buy a commercial, successful, co-ordinated CC Petite range that achieves margin targets, fit and quality that ultimately achieves sales, profit and stock objectives of the business

Main Duties and Responsibilities:

- Working to the critical path source, develop and sample a co-ordinated CC petite range from concept to delivery with both the design team and merchandiser that will achieve departments target.
- Achieve set sales and margin targets.
- Structure the range by delivery and price point to meet target demands and department brand strategy.
- Source agreed range of quality products at the best price from reliable suppliers operating within the company's working practices, and when necessary, identify and develop alternative supply resources.
- Negotiate price, deliveries and terms from all suppliers.
- Research and analyse both the market and CC customer.
- Working in partnership with the technical and design team monitor all prototypes and samples ensuring they meet requirements in terms of quality, styling, colour and hanger appeal.
- Ensure all orders are raised and signed off in line with the critical path.
- Monitor and react to sales and raise agreed repeat orders.
- Adopt a strong trading mentality, identify key trends appropriate for the customer, and incorporating them into the range.
- Set tasks and monitor workload and project work of Buying Admin Assistant.
- 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.
- Working in partnership with the merchandiser review sales, lessons learnt to develop the forthcoming season's strategy.

Key Skills, Knowledge and Experience:

Essential:

- Previous experience as an Assistant Buyer within a womenswear retail buying function.
- Line management responsibility and strong leadership skills.
- Excellent verbal and written communication skills with the ability to communicate at all levels across all sectors.

- Creative, confident, self motivated having ability to use own initiative
- Highly organised with the ability to prioritise workload.
- Good presentation skills.
- Team player.
- Ability to build and maintain relationships/credibility quickly and effectively.
- Good negotiation Skills.
- Word, Excel, Outlook skills.

Desirable:

- Buying experience within a Petites department.
- Fashion related qualification.