

JOB DESCRIPTION

Job Title:	Buyer
Hours:	3 days, including some weekend work 22.5 hours per week
Salary:	I.R.O £20K pro rata
Responsible to:	Retail Manager
Responsible for:	Volunteers and staff (in the absence of the Retail Manager)
Accountable to:	Fair Trader Board

Job Purpose

The purpose of the job is:

- To work with the Retail Manager (to whom you will report) to develop and maintain both bricks/mortar and online store
- To be responsible for sourcing, selecting, purchasing and re-stocking a selection of complementary, ethical, sustainable design-led products that contribute to profitability
- To create and maintain the visual merchandising of stock, high quality displays and events, to best promote products and generate sales.
- To build collaborative relationships with suppliers and ensure they play a part to raise our profile
- To manage the retail shop, in the absence of the Retail Manager

Key Tasks and Responsibilities

Organisation

- To create and effect a plan of priorities, and review this regularly with the Retail Manager
- To keep and share clear records of activities – especially important in a part-time role

Ordering and Purchasing

- To research and analyse trends, and use these to inform buying
- To create an annual palette, ensuring a complementary offer of colours and materials
- To have a strategic approach and select sustainable yet commercially viable product ranges
- To find new suppliers and products and analyse their environmental, social and economic impacts.
- To reinforce relationships with existing suppliers and build relationships with new suppliers
- To represent Fair Trader in person and at virtual trade shows and events
- To manage the ordering process and contribute to handling and processing incoming stock

Customer care

- To create a beautiful gift shop that welcomes visitors, offers experiences and add-ons, reinforces Fair Trader branding and provides an excellent customer experience
- To research customer needs and reflect this in buying patterns
- To provide high quality customer care and respond quickly to requests for not-in-stock items
- To ensure that store organisation enables customers to locate items quickly

Sales and Merchandising

- Design, develop and maintain merchandise, to raise profile of best-sellers and increase sales
- Provide merchandising/display training for staff and volunteers
- Contribute to plans (Annual and interim) for promotion – and effect these, including shop windows, product placement, social media, advertising and events
- To lead the creation of supplier and product stories – and share these with the team
- To source and develop own-brand products
- To organise a programme of supplier visits/talks – virtual or instore

Budget

- Be part of the team setting the annual budget
- To manage spending, keeping within agreed category spend, with no over/under spend
- Negotiate with suppliers to obtain discounts and offers
- To make effective use of Electronic Point of Sale system
- Monitor sales and profit margins and produce monthly report for the Board

Stock control

- Maintain effective system of purchase ordering and stock control including sale or return
- To balance the needs of instore and online product stock levels
- To ensure adequate levels of best-selling lines and minimise wastage
- To lead on quality assurance
- To oversee annual and interim stocktakes

Shop operations

- To deputise for the Retail Manager and run all aspects of the shop, including volunteer management, sales and customer care
- To contribute to day-to-day operations including handling goods