



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00369	Pay Grade:	7
JD Title:	Merchandise Buyer	JD FTE Hours:	35
Job Family:	Retail		

General Description

Responsible for coordinating the purchasing cycle of merchandise goods for resale in a University store environment. Provide expertise and a thorough knowledge of all products within the specified retail, digital, and online spaces and how best to display that merchandise to optimize sales. Negotiate best prices with vendors and calculate and set retail prices to ensure margin and budget targets are achieved.

Representative Duties & Responsibilities

- Collaborate with other buyers and staff to ensure goods are ordered in a timely fashion and that all necessary policies and procedures are followed.
- Conduct analysis of sell-through, margins, in stock position, and inventory turnover of general merchandise.
- Determine the quality and quantity of products purchased.
- Initiate and approve general merchandise purchase orders in accordance with department and University purchasing policies.
- Obtain necessary purchase order approvals when purchase authorization limit has been exceeded.
- Ensure timely delivery, accurate pricing information, and maintenance of data information associated with the products being purchased and resold.
- Negotiate price, terms, and delivery with vendors.
- Coordinate and oversee the selection of merchandise including vendor and product selection.
- Coordinate the return of merchandise to vendors for overstock, damaged and defective merchandise.
- Coordinate all price changes on purchased products.
- Coordinate the flow of merchandise distributions and transfers between stores.
- Coordinate on-site and off-site displays and sales events.
- Ensure that all data, files, purchase orders, invoices, and supporting documentation are current, accurate and understandable for use by other staff to aid in the process of receiving, invoicing, and merchandising.
- Write a variety of documents including, but not limited to, correspondence, procedure documents, and training manuals.
- Assist in creating business plans for the department by providing input into forecasting sales and budgets, write-offs, and discounts.
- Collaborate with colleagues to create promotional material.
- Enter data into the inventory management system for internal use and for the online sale of merchandise.
- Work with colleagues to realize available marketing funds and rebates available from suppliers.
- Determine the life-cycle of products and coordinate markdown schedules accordingly.
- Oversee inventory control by analyzing inventory trends, and by reviewing receiving logs, outstanding purchase orders, and sales histories.
- Review and drive returns cycle where applicable.
- Monitor the receiving, transferring, and in stock position of all general merchandise products throughout the sales cycle.
- Participate in the day-to-day maintenance of the sales floor ensuring accurate shelf-talkers and signage, and completing regular inspections of inventory.
- Design and implement sales floor layouts of purchased merchandise for all locations where merchandise is displayed.
- Assign work tasks to staff and ensure they are shown the proper methods and procedures for displaying merchandise.

Representative Duties & Responsibilities

- Ensure that all general merchandise credits and adjustments are calculated by the accounts department.
- Organize overstock merchandise products in designated areas within the store, stockroom, and warehouse as required.
- Attend trade shows and industry events as required.
- Ensure the proper opening and closing of the store following established department policies and procedures.
- Run system reports and conduct manual inventory counts of merchandise ensuring the physical inventory matches the reports.
- Operate the cash register as required.
- Remain current with new product lines and make purchases that satisfy the changing market, while maintaining return on investment by continually exploring new and emerging product offerings.

Supervision

- Provide direction to others in how to carry out work tasks.

Qualifications

- 2 year Community College diploma in Retail Management, Marketing, or related field.
- Requires a minimum of 3 years of relevant experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding when creating purchase orders and general documentation.
- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
 - Moving and carrying moderately heavy products such as boxes of merchandise.
 - Standing for extended periods while stocking shelves and displaying merchandise.
- A typical work day occasionally requires high physical effort for activities such as:
 - Moving awkward shelving display units and heavy boxes within the sales floor area and between sales floor and storage area.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting and processing routine information such as entering inventory into the system, running reports, and creating correspondence and other documentation.
- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
 - Negotiating price, terms, and delivery with vendors.
 - Initiating and approving general merchandise purchase orders in accordance with department and University purchasing policies.
 - Coordinating the return of merchandise to vendors for overstock, damaged and defective merchandise.
- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:

- Occasionally required to wear safety boots when unloading inventory.

Psychological Environment:

- Frequently required to work on the sales floor with interruptions from customers while handling paperwork and moving inventory.
- Occasionally required to deal with verbal abuse and rudeness from customers.

Health & Safety:

- Uses a ladder to access inventory.
- Moving awkward shelving displays and heavy boxes of merchandise.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00369	Pay Grade:	7
JD Title:	Merchandise Buyer	Total Points:	493
Job Family:	Retail		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	4.0	83
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	3.5	46
	5. Education and Experience	D3	60
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	2.0	11
	8. Mental Effort	3.0	55
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	2.0	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	4.0	93
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	2.0	16