



Fresh Department Assistant Buyer

Purpose: To assist the Fresh Department Manager in department operations, attainment of budget sales and purchase goals, and provide prompt, friendly, and outstanding customer service. To provide support as a member of the Fresh Department to include ordering, receiving, and stocking product in order to meet sales objectives and margin goals.

Status: Reports to the Fresh Department Manager and General Manager

Essential Functions:

Responsible for all functions and performance criteria applicable to the Fresh Department Associate, as well as:

Purchasing/Financials/Pricing

- Negotiate with suppliers for favorable prices, terms, quality, and delivery
- Place orders to ensure adequate supply for volume needs and usage.
- Evaluate vendors and investigate new sources of supply
- Utilizes movement reports to ensure proper stock levels on good sellers, and to identify items that need to be marked down or discontinued. Analyzes and controls product transfers and shrink.
- Is current on market trends, research new product ideas, and is incorporating those into purchase and set.
- Order department product to correspond with turns of department. Responsible for maximizing sales while minimizing unnecessary inventory.
- Receive deliveries following established procedures, or ensure proper receiving by other staff. Obtain credit from vendors. Ensure invoices are accurate.
- In conjunction with Fresh Department Manager, maintains financial profitability by utilizing budget calculator and produce pricing spreadsheet to achieve budget sales, labor, and margin goals.
- Supports Fresh Department Manager in conducting inventories.

Merchandising

- Build displays according to movement, promotions, profitability, value
- Maintain attractive, fully stocked, rotated, and faced sections, including promotional areas.
- Ensure accurate, uniform, and up-to-date department signs.
- Stock as time permits and gives direction to stockers when working in department.
- Visit other stores for price comparisons, product, and merchandising ideas.
- Coordinate frequent in-store demonstrations of department product with samples, handouts, and recipes.
- Coordinate promotions with newsletter, coupons, and flyers.

Promotions:

- Participates in Fresh Deals and Member Deals Promotional Program

- Forecast, estimate sales, and analyze results for each sales promotional period
- Attend promo meetings and plan promotions and cross merchandising
- Support Fresh Department Manager in planning events and holidays.

Other Duties:

- Attend all team and store meetings as assigned by Leadership.
- Provide prompt, friendly and courteous customer service and assistance with special orders.
- Provide product information for customers, staff, newsletter, and other publications.

Performance Criteria:

- Strong attention to detail
- Goal-oriented and ability to make SMART goals and tactical plans, and achieve measurable results
- Ability to think critically, problem solve, and make strategic plans and decisions based on data
- Ability to keep track of many moving parts, switch gears quickly and efficiently, and work well under pressure
- Strong organizational skills
- Must possess the math skills necessary to supervise and handle sales transactions, tender change, verify vendor invoice charges and accounts, calculate gross margins and losses.

Education and/or Experience:

- Minimum educational requirement is a high school education/diploma with a college background helpful (but not absolutely required).
- Should have at least one year experience in the retail industry with leadership experience.
- Must be computer literate.

Important Disclaimer Notice:

The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.