

Waterstones

Job Title	Buyer (Gifting)
Reports to	Senior Buyer
Purpose	<p>To deliver a distinct product offer that is in line with the RP strategy that will maximise sales and margin while improving stock holding within your given area .</p> <p>Work alongside your Senior Buyer and the Central Waterstones team to facilitate an enhanced understanding around RP to create diverse, interesting and engaging ranges.</p> <p>Work with the RP Support Manager & wider retail team to deliver clear shop objectives aligned to the wider business focus and sales growth plans for RP.</p>
Key Responsibilities	<ul style="list-style-type: none"> • To source new brands and product in line with the RP strategy through knowledge and expertise of the product and market • To negotiate the best possible terms with suppliers i.e. margin, trade discounts, markdown support, marketing contribution and sell through agreements. • To ensure that Buying decisions are based on a sound commercial framework to drive sales and profit • To be the first to market with new and exclusive brands & Products and devise the launch strategy with teams centrally • To be responsible for range planning, working closely with the Senior Buyer. • To work closely with the Senior Buyer to plan & order the buys and to monitor and review in season, taking action or making recommendations to the Senior Buyer where necessary. • To manage existing brands through analysis of performance, taking action when necessary and making decision to keep or discontinue within the business • To ensure effective communication with retail teams, particularly with regard to new season launches and product training • To work closely with retail to ensure product placement optimises the look and performance of the department • To work closely with central teams to maximise promotional opportunities during negotiations with suppliers • To be responsible for the ordering process within RP, ensuring compliance with all relevant processes • To manage a small team where appropriate, focusing on their individual performance and development.
Experience and Qualifications	<ul style="list-style-type: none"> • Well-developed understanding of Gifting products and markets • Numerate with highly commercial approach • Excellent interpersonal skills to build strong working relationships across all area of the business. • Proficient IT skills including Microsoft Office packages • The ability to negotiate and influence at all levels • The ability to communicate effectively and comfortably across all levels of the business.

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	<ul style="list-style-type: none">• Excellent attention to detail and accuracy• Extremely organised and able to plan and prioritise workload.
Person Profile and behaviours	Genuine understanding and passion to deliver better bookshops Customer service focused Commercially astute Collaborative and considered Results driven Pragmatic & adaptable Positive and Proactive Confident to establish credibility Creative and inspiring
Key working relationships	Central RP team RP Support Manager Central Head Office teams Shop teams