

# Waterstones

<b>Job Title</b>	<b>Buyer (Stationery)</b>
<b>Reports to</b>	Senior Buyer
<b>Purpose</b>	<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 &amp; wider retail team to deliver clear shop planograms aligned to the wider business focus and sales growth plans for RP.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To source new brands and product in line with the RP strategy through knowledge and expertise of the product and market</li> <li>• To negotiate the best possible terms with suppliers i.e., margin, trade discounts, markdown support, marketing contribution and sell through agreements.</li> <li>• To ensure that Buying decisions are based on a sound commercial framework to drive sales and profit.</li> <li>• To be the first to market with new and exclusive brands &amp; Products and devise the launch strategy with the retail, events, marketing, social and digital teams.</li> <li>• To be responsible for range planning, working closely with the Senior Buyer. And factoring in the needs of different market types across a large portfolio of stores.</li> <li>• To be responsible for the creation and management of a Critical Path that ensures key launch dates are met in line with seasonal and trading events.</li> <li>• To effectively grade and regularly review 280+ shops based on sales, size, and market type.</li> <li>• To work closely with the Senior Buyer to plan &amp; order the buys and to monitor and review in season, acting or making</li> </ul>

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	<p>recommendations to the Senior Buyer where necessary.</p> <ul style="list-style-type: none"><li>• To manage existing brands through analysis of performance, acting when necessary and making decision to keep or discontinue within the business.</li><li>• To ensure effective communication with retail teams, particularly regarding new season launches and product training.</li><li>• To work closely with retail to ensure product placement optimises the look and performance of the department.</li><li>• To work closely with Marketing, PR, and Events to maximise promotional opportunities during negotiations with suppliers.</li><li>• To be responsible for the ordering process within RP, ensuring compliance with all relevant processes</li></ul>
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<b>Experience and Qualifications</b>	<ul style="list-style-type: none"><li>• Previous Stationery Buying experience essential.</li><li>• A strong knowledge of the market, brands, and trends</li><li>• Experience of managing a sku count of 500+ skus across a large supplier base of 50+ publishers.</li><li>• Experience within a multiple retailer with 20+ stores</li><li>• Merchandising experience or able to demonstrate the skills required as well as those of Buying.</li><li>• Ownbrand product development including Far East production and sourcing experience beneficial.</li><li>• Creative flair</li><li>• Numerate with highly commercial approach.</li><li>• Excellent interpersonal skills</li><li>• Strong negotiator</li><li>• Systems literate</li><li>• Ability to influence.</li><li>• Attention to detail</li></ul>
<b>Person Profile</b>	<ul style="list-style-type: none"><li>• Commercially astute</li><li>• Collaborative and considered.</li><li>• Results driven.</li><li>• Pragmatic &amp; adaptable</li><li>• Positive and Proactive</li><li>• Confident to establish credibility.</li><li>• Personable and Inspiring</li></ul>

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<b>Key working relationships</b>	Central RP team RP Support Manager Online Trading Team PR, Marketing and Events Team Shop teams
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