

# Waterstones

<b>Job Title</b>	<b>Buyer (Gifting and Games &amp; Puzzles)</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 and ensure stock arrives in a timely manner by effective management of the critical path.</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.</li><li>• To work closely with the Senior Buyer to plan &amp; order the buys and to monitor and review in season, taking action or making recommendations to the Senior Buyer where necessary.</li><li>• To manage existing brands through analysis of performance, taking action when necessary and making decision to keep or discontinue within the business.</li><li>• To ensure effective communication with retail teams, particularly with regard to new season launches and product training.</li><li>• To work closely with retail operations to ensure product placement optimises the look and performance of the department.</li><li>• To be responsible for the ordering and allocation process within RP, ensuring compliance with all relevant processes</li></ul>

<b>Experience and Qualifications</b>	<ul style="list-style-type: none"><li>• Well-developed understanding of Gifting market essential.</li><li>• Strong Excel and analytical skills</li><li>• Creative flair</li><li>• Numerate with highly commercial approach.</li><li>• Attention to detail.</li><li>• Strong negotiation skills and the ability to network and influence people.</li><li>• Teamworking and interpersonal skills</li><li>• Excellent communication skills and proficiency using IT.</li><li>• Excellent organisation skills and the ability to multitask.</li><li>• The capability to work in a fast-paced environment and achieve targets.</li><li>• Commercial awareness</li><li>• Confident presentation style</li></ul>
<b>Person Profile</b>	<ul style="list-style-type: none"><li>• Genuine understanding and passion to deliver better bookshops.</li><li>• Customer service focused.</li><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><li>• Drive and determination</li></ul>
<b>Key working relationships</b>	Central RP team RP Support Manager Online Trading Team PR, Marketing and Events Team Shop teams