

## Job Description

<b>Title :</b>	Assistant Buyer (For graduate)
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### Role Purpose:

This role will be responsible for assisting the Buying Manager to maximize sales and profit for the category.

### Job Responsibilities:

#### Be an Ambassador of your Category

- Understand the 68 customer & needs for your category. Be on top of competition (stores, online, blogs) weekly
- Follow-up sales on weekly basis & come with suggestions based on selling performance and present selling on weekly/monthly meetings

#### Support Buying Manager with Assortment Planning

- Understand how the Buying Manager thinks when setting targets for assortment plan per season and month
- Support with weekly OTB monitoring for Best Sellers
- Participate in the buy meetings with Buying Manager
- Update assortment overviews monthly and assist in creating presentations, top 10 lists and product updates
- Participate in meetings with planner to follow up on goals for budget, mark-up price, articles and quantities

#### Be responsible for Order Management

- Assist in placing orders, clear and correct information to Sourcing Team at order placement
- Monitor Critical Path & Intake Accuracy. Informed related parties and take best actions to sustain sales growth. .

#### Manage Efficiently Samples

- Make sure development, marketing, Shipment samples arrive on time
- Responsible for sample rooms always looking clean, organized and updated with latest samples
- Responsible for ordering samples for marketing campaigns and PR

## Job Description

### Requirements:

#### Education level

- Degree in related disciplines

#### Experience

- At least 2 year working experiences in fashion buying environment

#### Skills required

- Passion for fashion
- Self-motivated, well organized with strong analytical mind
- Pleasant, positive and able to work under pressure
- Proficient in MS Office, especially in MS Excel

#### Language ability

- Good command of written and spoken Chinese and English

### Application method

Interested parties, please share your resume at [recruit.hk@sixtyeight.com](mailto:recruit.hk@sixtyeight.com) . For more information about our brand, please visit [www.sixtyeight.com](http://www.sixtyeight.com)

### Company Overview

Launched globally in 2002, SIXTY EIGHT is synonymous with fun and cheeky styling. From its core line of signature mix and match bras and panties, the brand has also created a fully coordinated collection of affordable leisurewear and accessories. Designed to meet and exceed the demands of its customers for an integrated wardrobe from underwear to outerwear. SIXTY EIGHT offers young fashionistas everything they need to express the many changing facets of their unique personality.

### Benefits & Others

Five-day work week, Flexible working hours, Medical insurance, Dental insurance, Performance bonus