



Buying Assistant/ Assistant Buyer

Job Responsibilities

- Follow-up shipment with the Production team.
- Prepare product review analysis template, group list template, and Public Sale (PUS) Period discount batch template.
- Maintain purchase orders in Buying Order System.
- Arrange samples and logistics for Buy Trip, Product Review, and Product Seminar.
- Generate Monthly, Weekly Sales Reports to review the sales performance of the first two weeks after the season launch.
- Collect feedback from retail shops on merchandising, and sales trends and follow up on product defects.
- Input discounted price into the Retail Shop Information System (RIS) during Public Sale Period.
- Perform ad-hoc tasks as assigned.

Job Requirements

- Degree or above in Fashion Retailing, Statistics, Supply Chain, Finance, or related disciplines
- Strong analytical skills and numerical sense
- Detail minded, energetic, and willing to work in a fast-paced environment
- Proficiency in MS Excel (Vlookup, Pivot Table) & Words
- Candidates with relevant experience will be considered as Assistant Buyer/Buyer

Benefits

- Five-day work week
- Working hours: 9 hours per day
- Double pay
- Gratuity
- Discretionary Performance Bonus
- Staff discounts on purchase
- Medical insurance

Application deadline: 25/09/2023.

Interested parties please share your CV & Portfolio with us at recruit@g2000.com.hk

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