

Accessory Buyer

RUN DOWN:

Responsible for the purchase life cycle from requisition to receipt as well as the day to day responsibilities of purchasing store accessories. The Accessory Buyer will help source products and manage vendors to facilitate an amazing customer experience. Within the scope of this position, contribute to the company's overall position as the leader in franchising locally owned and operated running stores that build thriving running communities.

KEY ESSENTIALS:

- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Work closely with vendors and owners to establish and maintain relationships while strategizing costs and services.
- Determine quantity and timing of orders.
- Meet with staff and vendors to discuss defective products and determine corrective action.
- Monitor and forecast upcoming products while staying in tune with customer demand.
- Maintain and review records of items bought, costs, deliveries, product performance and inventory.
- Collaborate effectively with other department heads and across multiple stores.
- Other duties as required and directed by Fleet Feet Richmond to ensure the continued success of the Fleet Feet brand. These may, on occasion, be unrelated to the position described here

QUALIFIERS:

1-2 years of experience in retail purchasing. Demonstrated ability to work independently and in a fast-paced environment. Excellent written and verbal communication and organizational skills. Experience dealing with budgeting, vendor partnerships and customer trends and demands.

WANT TO JOIN OUR FLEET?

Are you looking to turn your passion into your career, work with like-minded people in a fast-paced, fun and customer centric working environment? Email your Resume to jason@fleetfeetrichmond.com. Be sure to reference this job and tell us why you'd be a great fit with our team.

***This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*