

# Apparel Buyer

## RUN DOWN:

Responsible for evaluating the store and customer needs based on past sales, to secure the best assortment of apparel that will have a positive return on investment. This person will be the apparel advocate, oversee inventory management, and ensure items are displayed on the sales floor, to provide a great 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:

- Monitor apparel inventory weekly and ensure core apparel items are always available, placing future orders and purchasing during buying season.
- Help educate sales staff on apparel that we carry, and their role in inventory management, hold staff accountable for trying on new apparel as it arrives.
- Assist in providing documents, visuals, and education to help sales staff sell more apparel and understand the "why" of what we buy.
- Keep staff up-to-date and educated on store performance, product launches, sales numbers, goals, etc.
- Coordinate with merchandiser to ensure they know what product is coming and when so they can design floor plans accordingly.
- Manage product lifecycle and mark down cadence, move product off the floor.
- Actively maintain and correct inventory counts, notify accounting and staff with updates on inventory issues as necessary.
- Place special orders; notify customers of special order delays as needed; responsible for ensuring customers are contacted when orders arrive.
- Assist with training staff on apparel protocol.
- Evaluate and choose apparel products based on customer needs and trends, compare companies for the best apparel and price.
- Provide apparel updates for social media sites and store newsletter.
- 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:

Minimum of 1-2 years buyer experience with demonstrated in depth knowledge of retail analytical techniques and merchandising methodologies. Assertive self-starter with strong attention to detail and accuracy. Demonstrated ability to work independently and in a fast-paced environment. Excellent problem-solving and follow-up skills. Excellent written and verbal communication and organization skills.

## WANT TO JOIN OUR FLEET?

Are you looking to turn your passion into your career, work with like-minded people in a fast-pace, fun and customer centric working environment? Email your Resume to [jason@fleetfeetrichmond.com](mailto: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.*