



Assistant Buyer – Teentronics / Toy

Job Purpose: Managing defined electronic sub-categories within either Teentronics or the Toy buying areas and assisting the head of Toy Buying with the overall category; covering Range reviews, Vendor negotiating, Marketing and Merchandising, Inventory Management and all the day to day administration involved in these processes.

Range reviews

- Current range analysis
- Market & competitor analysis
- Range reviews and presentations to senior management
- Set Retail pricing
- Attend relevant trade fairs/product launches
- Identify and enter relevant new hi-tech categories
- Constantly monitor the market for new innovations

Vendor Negotiation

- Pricing and supported price repositioning
- Funding for:- POS, catalogues, in store displays
- Negotiate supplier terms and conditions
- Working with domestic and Far East suppliers (or their representatives)

Marketing and Merchandising

- Work closely with Product Manager on merchandising and display
- Merchandise selections for funded catalogues and advertising
- POS in-store and securing its cost from suppliers

Inventory management

- Stock orders/replenishment
- Forecasting & sales planning and weekly review
- Discontinued stock management
- Identify slow selling items and take corrective action

Administration

- Daily, weekly and monthly sales reports/analysis
- Funding claims/management
- Product maintenance and general system maintenance
- Daily and Weekly communication to stores and other depts
- Product launches and training documents
- General support for the team

If you wish to apply for this role, please email your CV, along with your salary expectations to:

Tracey Higgins, Recruitment Advisor at ukrecruitment@toysrus.com