

Assistant Buyer Job Description

- Provide consultation on an as needed basis to a client's management team or vendor representatives on purchasing issues during an evaluation process
- Keep track of daily activities
- Assist in developing advertising campaigns for their organization
- Assist in driving annual marketing plans and programs that are designed to enhance business' revenue through client referrals and repeat business
- Oversee the development of project plans
- Assist in preparing collateral materials, such as sales sheets, press releases and other marketing tools to build business awareness of company's solutions
- Present information in a professional manner, especially when presenting to or negotiating with clients or customers
- Help the sales team to identify and grow their revenue by hiring the right people
- Assist in setting up presentations for clients as well as presenting them on a quarterly/annual basis
- Aid in evaluating new products, services, and technology for the organization
- Assist the managers in assessing demand for new products or acquisition of another vendor's solution
- Help to develop and execute marketing plans that help increase revenue
- Assist in setting up client meetings, coordinating travel arrangements, and ensuring that the meeting is productive and not wasted time.