

Fashion Buyer Job Description

- Selects, buys, and sells merchandise
- Acquires merchandise
- Maintains and manages inventory
- Coordinates with clients, samples, and other vendors
- Negotiates the terms of sale with department buyers, buyers, salespeople, and others throughout the organization
- Keeps up-to-date on the latest trends in fashion and merchandising to be an active participant in all levels of fashion trends, as well as to offer recommendations to other departments interested in these areas of merchandising
- Offers suggestions for new store designs
- Prepares reports for various departments, such as design department or store management
- Manages assigned personnel within the department
- Provides new merchandise to customers
- Participates in decision-making meetings and functions as a design contributor
- Utilizes merchandising expertise to recommend merchandise to the store manager and the rest of the department
- Supports sales efforts by assisting the buyer with tasks, such as sample purchasing, maintaining inventories and projects
- Evaluates new trends or changes in fashion or departmental needs, and presents recommendations, and outlines direction/plans for departmental plans as appropriate
- Conducts research to discover pricing information regarding items that are currently carried in stores and determines which items may be sold more profitably
- Manages production activities for all of the store's apparel lines
- Administers finance and performs accounting functions for all departments within a store.