

Careers

Trainee Buyer

Details

DUNNS

Closing Date	2020/09/11
Reference Number	ACK200902-3
Job Title	Trainee Buyer
Department	Merchandise – Buying
Brand	Dunns
Reporting To Position	Manager
Job Type Classification	Permanent
Number of Positions	1
Location - Town / City	Tygervalley
Location - Province	Western Cape
Location - Country	South Africa

Job Advert

The successful candidate must be passionate about fashion and loves working in a team. The successful candidate will be responsible for assistance in the Accessories department, in accordance with company strategy. Our ideal candidate must be self-motivated, positive, and passionate about performance and a resilient individual who can think laterally and who has strong analytical and proven numerical abilities.

The main purpose of the role is to create and maintain purchase order information, to manage deliveries, to ensure that stock arrives timeously and to manage sample compliance.

Qualifications

Matric/Grade 12
Post qualification is preferable

Knowledge, Skills and Experience

3 - 4 years buying exposure in the retail environment
Computer literate in Google suite

Key Responsibilities

- Creating and capturing all orders as per Buyers approval
- Ensuring that follow-ups are done on placed orders
- Confirming SKU tickets, orders, and requisitions that are to be sent to suppliers
- Ensure the distribution process of samples to marketing is adhered to
- Updating sample catalogue on a regular basis
- Timely distribution of reports to suppliers and proactively addressing issues
- Managing good and bad sellers
- Regularly filling and updating supporting documentation from other interrelated departments

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