

# Assistant Footwear Buyer

## RUN DOWN:

Assist, assort and manage footwear inventory through appropriate decisions based on product selection price-points, and merchandise presentation for the Development Company. Assist with weekly orders, order adjustments and special orders. Educate staff on our footwear collection and provide training to enhance sales and overall product knowledge. 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 footwear inventory weekly and ensure core shoes and sizes are always available; place footwear orders weekly or as needed to maintain inventory levels between 45 and 60 days on hand.
- Help educate sales staff on footwear that we carry; hold staff accountable for trying on new footwear as it arrives.
- Assist in providing documents, visuals, and education to help sales staff sell a more diverse footwear collection and understand the "why" of what we buy.
- Keep staff up-to-date and educated on store performance, product launches, sales numbers, goals, etc.
- 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.
- Enter Purchase Orders into database platform.
- Training staff on SWAT (sell what we have today), e-commerce sites, special orders.
- Handle and process returns by contacting vendors, get credit returns, Retail Authorization (RAs) stock swaps with vendors.
- Manage product life cycle. Selling through old stock to ensure that older styles sell faster.
- Monitor prices/costs of footwear to ensure accuracy on merchandise price displays and in POS system.
- Provide footwear feature(s) 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-paced, 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*