

Job of the Week – Retail buyer

Job description:

To choose products for shops to sell, like clothing, toys, electrical goods and food. Also known as wholesale buyers, food buyers and buyers for retail.

Pathway routes into the industry

You can get into this job through:

- a university course in marketing, fashion buying and merchandising, fashion and business, retail businesses management before joining a retail company graduate scheme.
- a college course such as a Level 2 Certificate in Understanding Retail Operations, Level 2 Diploma in Fashion Retail or Level 3 Diploma in Retail Skills
- an apprenticeship
- working towards this role

Entry requirements

You will usually need:

- 2 or more GCSEs at grades 3 or above (or equivalent) for a level 2 course
- 4 or 5 GCSEs at grades 4 or above (or equivalent) for a level 3 course
- 2-3 A levels, or equivalent, for a degree

Subjects

Relevant subjects include:

- Maths, Engineering and IT.

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Skills

You will usually need:

- the ability to work well with others
- to be flexible and open to change
- maths knowledge
- to be thorough & pay attention to detail
- customer service skills
- the ability to sell products and services
- persuading and negotiating skills
- the ability to use your initiative
- to be able to use a computer and the main software packages competently

Day-to-day duties:

- analyse and forecast trends from consumer data
- attend trade fairs to find new products
- manage product quality
- obtain and analyse customer feedback
- negotiate prices, orders and delivery dates
- present collections to senior managers
- track sales figures, manage stock levels and keep to budgets
- check and react to competitor activities
- adapt quickly to meet changing consumer behaviour and trends

Salary

Starting at £18,000 and rising to £50,000 for an experienced Retail buyer.