

## **Buying Intern**

### **OVERVIEW OF THE POSITION**

The Buying Intern works with the buying department to create and analyze reports to assist the Buyer in making financial decisions, participate in the merchandising of product, and other daily functions.

### **BUYING INTERN RESPONSIBILITIES**

- Create & analyze daily/weekly/monthly reports (line lists, Q selling recaps, open orders, fixture volume recaps, etc.) for financial decisions (check with the specific division on which reports are used)
- Analyze weekly ship reports to ensure the goods are shipped on time
- Analyze color and size selling to place correct size and color buys
- Prepare weekly color selling
- Analyze ladder plans
- Learn appropriate merchandise planning software
- Develop relationships and follow through with Planning, Allocation, Visual Merchandising/Marketing, and Design on the day to day details of the business
- Visit stores to review presentation, identify problems, and listen for suggestions
- Attend vendor meetings
- Visit Market with the Buyer to review market trends with key vendors
- Assist the visual team with proper floorset (product placement) and fixture fill
- Special projects as needed

### **QUALIFICATIONS**

- Prior internship experience
- Detail oriented
- Self motivated & eager to take initiative
- Excellent organizational & follow through skills
- Excellent written, verbal, and interpersonal communication skills