

JOB DESCRIPTION

SECTION 1: Title and Reporting Relationships

Position title:	Buyers Assistant	Location	Hub, Auckland
Business unit:	Ngahua Merchandise	Organisation unit:	Ngahua Group Ltd
Reports to:	Senior Buyer		
Direct Reports:	None		

Primary Purpose:

- ❖ **Administrative support** Provide comprehensive administrative assistance to the Buying Team. Responsibilities include data entry, supporting the buyer in style development, range planning, product specifications, purchase order creation, sample coordination, product approvals, delivery tracking, and maintaining accurate product records.
- ❖ **Range and stock management** Support the creation and ongoing maintenance of product and purchase orders. Coordinate with logistics and shipping partners to ensure timely delivery. Assist in identifying and communicating potential supply chain issues or opportunities. Collaborate with suppliers on range planning and style development
- ❖ **Merchandising support** Assist in the execution of buying and merchandising strategies. Work closely with marketing teams to ensure product launches are aligned with the overall brand and marketing calendar.
- ❖ **General Duties** Perform additional tasks as required. This role requires flexibility and adaptability, as daily responsibilities may change based on business needs.

Section 2: Key Results Areas

Administration and Ordering

- ❖ Raise and manage purchase orders, prioritising to critical path deadlines.
- ❖ Support buyers with style confirmations and manage supplier communication regarding samples.
- ❖ Proactively communicate delivery date variances from the agreed order details to buyers.
- ❖ Perform necessary administrative duties to ensure records relating to product and orders are accurate and maintained including style and attribute management.
- ❖ Manage the faulty stock and rework register, ensuring timely resolution and documentation.

Merchandising

- ❖ Monitor style development, ensuring all key actions such as pricing, delivery, packaging, labelling, barcoding are completed on time. Daily communication with suppliers and factories across all categories, as well as the store network.
- ❖ Track samples from initial order through confirmation to production, ensuring timely approvals and avoiding shipment delays.
- ❖ Sample management ensuring samples are correctly checked, labelled and are readily available for ranging meetings, marketing needs and seasonal reviews.
- ❖ Manage the planning, preparation and execution of sample sales.

Marketing & Ecommerce Support

- ❖ Maintain organised seasonal samples to enable fast response to marketing and ranging requests.
- ❖ Conduct regular checks on style, size, pricing and product accuracy to ensure accuracy.
- ❖ Support the retail operations team in communicating with stores, ensuring key product features and benefits are clearly conveyed.
- ❖ Manage availability of styles with marketing to ensure all stock is online and as stock arrives at the distribution centre.

SECTION 3: Role Accountabilities

Health & Safety

- ❖ Comply with relevant legislation in relation to your own duties and work environment, including observing all internal safety procedures and policies, adopting healthy and safe work practices, reporting any hazards or accidents, and ensuring that no action or inaction by you while at work, shall cause harm to yourself or any other person.
- ❖ Ensure you and your team proactively look to create an environment of wellness across the team and working environment.

SECTION 4: Key Relationships

People and organisations both inside and outside of the company that this position would be required to manage relationships with.

Internal	External
<ul style="list-style-type: none"> ❖ Merchandise Buying department including the planning team, marketing department, retail operations and store network, customer service, support office, and distribution centre staff. 	<ul style="list-style-type: none"> ❖ Suppliers and service providers

SECTION 5: Our Values



SECTION 6: Skills & Qualifications, Knowledge, Behaviours

Skills & Qualifications	Knowledge	Behaviours
<ul style="list-style-type: none"> ❖ Analytics & problem-solving Demonstrates strong ability in gathering, analysing, and interpreting data to identify trends and support informed decision-making. Possesses high attention to detail and accuracy in data entry and reporting. ❖ Technical qualifications Brings relevant retail experience and understanding of product life cycles, stock movement, and buying processes. Familiar with retail systems and reporting tools 		<ul style="list-style-type: none"> ❖ Adaptability & resilience You will demonstrate the ability to adjust to changing priorities, environments, demands and handling unforeseen challenges with tight deadlines. Embracing new tasks or roles and thriving in a dynamic work setting. ❖ Self-starter Not afraid to seek assistance when necessary to learn showing initiative to manage tasks independently with

❖ Relationship management Collaborates effectively with a wide range of stakeholders, including suppliers, internal teams, and store networks. Personable and skilled at building and maintaining positive, productive working relationships.		a desire to contribute to results and go the ‘extra mile’.
❖ Planning & organising Highly organised with the ability to prioritise tasks and manage time effectively to meet deadlines. Proficient in Microsoft Office tools, particularly Excel, Word, and PowerPoint.		

SECTION 8

Author:		Approver:		Date:	
Amended by:		Approved By:		Date:	