



# JOB DESCRIPTION

SECTION 1: Title and Reporting Relationships					
Position title:	Buyers Assistant	Location	Hub, Auckland		
Business unit:	Ngahuia Merchandise	Organisation unit:	Ngahuia 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.

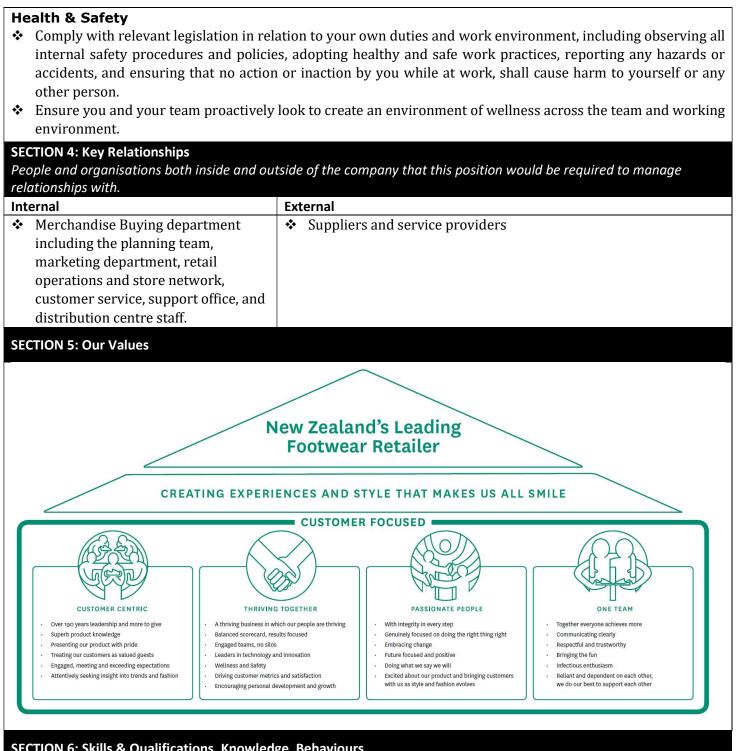
### Merchandising

- 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**



Section 0. Skills & Qualifications, knowledge, benaviours			
	Skills & Qualifications	Knowledge	Behaviours

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Analytics & problem-solving		Adaptability & resilience	
Demonstrates strong ability in gathering,		You will demonstrate the ability to	
analysing, and interpreting data to identify		adjust to changing priorities,	
trends and support informed decision-		environments, demands and	
making. Possesses high attention to detail		handling unforeseen challenges with	
and accuracy in data entry and reporting.		tight deadlines. Embracing new tasks	
		or roles and thriving in a dynamic	
		work setting.	
<ul> <li>Technical qualifications Brings relevant</li> </ul>			
retail experience and understanding of	•	Self-starter	
product life cycles, stock movement, and		Not afraid to seek assistance when	
buying processes. Familiar with retail		necessary to learn showing initiative	
systems and reporting tools		to manage tasks independently with	

*	Relationship management	a desire to contribute to results and
	Collaborates effectively with a wide range of	go the 'extra mile'.
	stakeholders, including suppliers, internal	
	teams, and store networks. Personable and	
	skilled at building and maintaining positive,	
	productive working relationships.	
*	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:	