

# Just the Job

## Information Sheet

### Retail Buying

**Job title/s:** Buyer, Purchasing Agent, Stores Buyer, Wholesale Buyer

**Job description:**

- review stock levels
- refer to records in order to work out ordering for busy periods
- learn about new products and consumer trends
- talk with sales representatives
- inspect, compare and select goods for sale
- negotiate prices with suppliers
- arrange for payment and delivery
- may decide how much to charge for the goods
- may decide how to advertise the product
- may assist with product range and development.

**Qualifications required/age restrictions:**

There are no specific entry requirements to become a buyer. However, some good skills to have are:

- knowledge of the products they are selling and of competitors' prices, services and products
- knowledge of presentation and sales techniques
- knowledge of shopping and fashion trends
- budgeting skills
- planning and time management skills
- written and oral communication skills
- negotiating skills
- decision-making skills
- Quality control
- Good mathematical knowledge/spread sheeting
- computer skills, including the ability to use the Internet and email.

**Qualifications available:**

- National Certificate in Retail Level 2
- National Certificate in Retail Level 3
- National Certificate in Retail Level 4

Tertiary education: Tertiary qualifications in business, arts, marketing, management or commerce may be required by some employers.

Training on the job: A lot of knowledge is gained on the job. Employers may provide marketing and presentation courses, and it is important for buyers to keep up to date with trends in the industry.

**Training costs:**

- National Certificate in Retail Level 2: \$250
- National Certificate in Retail Level 3:
- National Certificate in Retail Level 4:

**Location of job:**

Buyers work in offices and spend time in warehouses and shops. They may travel within New Zealand and overseas to trade shows, seminars and expos.

**Career path:**

Most buyers begin retail sales and move up. They may become head of stock and then become assistant buyers. Buyers can become merchandise managers and supervise other buyers. Some buyers have even become vice presidents of merchandising or store presidents.

**Salary range:**

Salaries vary, but buyers usually earn between \$26,000 and \$70,000 per year, depending on the size of the business, the region and experience. Bonuses may increase these figures.

**Tips on how to increase the chances of successfully entering this industry:**

People who are good in this industry:

- outgoing, confident and persuasive
- able to make good judgements
- willing to take risks and make mistakes

- adaptable to different situations and environments
- aware of fashion and trends
- culturally sensitive, tactful and diplomatic when working with foreign clients.

**Websites to source information about this job:**

Career Services [www.careers.org.nz](http://www.careers.org.nz)

Retail World Resourcing <http://www.rwr.co.nz/>

New Zealand Retailers Association [www.retail.org.nz](http://www.retail.org.nz)