



Job Description

Updated 9/19/05

Job Title: Buyer

Position Objectives:

To meet the company's objectives by exceeding the budgeted sales, gross margin, inventory investment, fill rate, GMROI, turn, and sales and gross margin for commodities and building materials.

Essential Functions:

1. Merchandise Selection
 - a. Select and merchandise products and lines consistent with company strategy and for the maximization of sales and profit.
 - b. Negotiate the best possible costs including, but not limited to, freight terms, cash discounts, dating, advertising allowance, rebate, PIP, automatic defective goods return, and buy backs.
 - c. Establish retail pricing and maintain gross profit levels consistent with company objectives.
 - d. Recommend merchandise for advertising.
 - e. Responsibility for sales growth for promotion sales, gross margin, turn rate, and GMROI.
 - f. Select merchandise in accordance with good customer safety standards, quality consistent with out desired image and from vendors with a high reputation for integrity and reliability.
 - g. Recommend merchandise having potential for direct importing.
2. Planning
 - a. Establish departmental objectives in conjunction with the VP of Merchandising and Marketing and take appropriate steps to see that these are achieved.
 - b. Quarterly review of your merchandise categories and presentation to the VP of Merchandising and Marketing a summary of your progress plans for the future, and objectives for the year.
 - c. Plan, schedule and execute buys to support advertising program
 - d. Anticipate merchandise trends and communicate direction or recommendation to the VP of Merchandising and Marketing, District Managers, and Store Managers to permit better stock management.
 - e. Submit to the VP of Merchandising and Marketing your market plan on a major product addition or change. The market plan to include strategy of selection, pricing, displaying, advertising, dollar investment, projected sales dollars, and GMROI.
3. Control
 - a. Maintain initial gross profit to the objectives of the company
 - b. Maintain inventory turnover as satisfactory, agreed upon levels by working with the inventory control system.
 - c. Maintain GMROI with company objectives.
 - d. Maintain current, competitive lines.
 - e. Develop and manage manufacturers advertising allowances.
 - f. Review and approve rebuys of regular stock goods.
 - g. Keep current on market trends, competition, prices, and changes in consumer buying habits.
 - h. Visit each store on a regular basis and submit a report to the VP of Merchandising and Marketing

1. Two-year college degree.
2. Two years experience in the Hardware industry.
3. In depth knowledge of the departments for which you would have responsibility.
4. Good interpersonal skills.
5. Attention to detail while multi-tasking.
6. Excellent communicator with strong negotiation skills.

Other Qualifications:

Must have good oral/written communication skills in order to effectively interact with other associates in person and on the telephone. Must be customer service-oriented and team-oriented. Must have good organizational skills. Must be able to effectively manage multiple tasks simultaneously. Must be able to climb up and down ladders, reach, bend, twist, kneel, lift up to 50 lbs., and stock items in overhead areas. Must be able to use a computer in daily activities. Must have a valid driver's license. Occasion travel with overnights stays is a requirement.

This job is a salary position with eligibility for annual bonuses. There are no guarantees for career progression. This does not mean that you will not be considered for other store positions or opportunities. Marvin's culture is to promote from within and special consideration will be given to Marvin's candidates with experience.

Marvin's, Inc. complies with all applicable equal employment laws, including the Americans with Disabilities Act. Qualified individuals with a disability may request reasonable accommodation from the company.

I have read my job description and understand it.

Print Name