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## FOOTWEAR BUYER

### **Run Down:**

Develop, assort and manage a \$1.5 million footwear business through appropriate decisions based on product selection price-points, inventory levels, and merchandise presentation. Write future orders, weekly fill-in orders, manage special orders, and revise future orders based on the needs of the business. Educate staff on our footwear assortment and provide training to enhance sales and overall product knowledge. Within the scope of this position, contribute to Fleet Feet's overall position as the leader in running stores in the thriving Pittsburgh running community.

### **Key Essentials:**

- Monitor footwear inventory weekly and ensure core shoes and sizes are always available; place footwear orders weekly or as needed to maintain satisfactory levels of inventory.
- Educate sales staff on footwear that we carry; hold staff accountable for trying on new footwear as it arrives.
- Provide documents, visuals, and education to help sales staff sell a more diverse footwear collection and understand the "why" of what we buy.
- Keep staff up-to-date and educated by communicating store performance, product launches, sales numbers, goals, etc.
- Actively maintain and correct inventory counts; notify accounting and staff with updates on inventory issues as necessary.
- Place special orders; notify customers of special order delays as needed; responsible for ensuring customers are contacted when orders arrive.
- Provide a memorable in-store experience in the role of Fit Professional
- Be present at expos and other offsite events
- Work with the Receiving Manager on incoming and outgoing shipments to resolve discrepancies and other issues
- Be "hands on" in every aspect of the business
- Handle and process Returns to Vendor (RTVs) by contacting vendors, requesting Return Authorization (RAs), stock swaps, and ensuring credit is received.
- Manage product life cycle by selling through current models prior to new model release and being knowledgeable of the timing of model updates, and reacting accordingly.
- Monitor prices/costs of footwear to ensure accuracy on merchandise price displays and in POS system.
- Provide footwear feature(s) to Marketing for social media sites and store newsletter.
- Work with vendor representatives to find mutually beneficial ways to grow the business.
- Facilitate events around launches of key product and SMU (special make up) opportunities.
- Other duties as required and directed by Fleet Feet Pittsburgh to ensure the continued success of the Fleet Feet brand. These may, on occasion, be unrelated to the position described here

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**Qualifiers:**

Minimum of 1-2 years of retail experience with demonstrated in depth knowledge of retail analytical techniques and merchandising methodologies. Assertive self-starter with strong attention to detail and accuracy. Demonstrated ability to work independently and in a fast-paced environment. Excellent problem-solving and follow-up skills. Excellent written and verbal communication and organization skills. Must be very proficient in the use of Microsoft Excel. The ideal candidate will be a hardworking entrepreneur and see problems as opportunities. Must have the ability to engage and interact with people. Previous buying experience a plus.