

Job Title	Buyer, SG & MY – Sloggi
Location/Site	Petaling Jaya, Malaysia

PURPOSE OF THE JOB	
<p>Buyer is one of the key members in the merchandising team who will support the Merchandising & Buying Manager to deliver the merchandising strategy and achieve the budget by formulating, conducting and implementing various kinds of analysis and planning (e.g., merchandising plan, buying plan, sell-through, delivery, replenishment, and stock clearance plan). This role will also work closely with the online & offline sales team and marketing team to achieve the sales growth with targeted profitability.</p>	
GENERAL DUTIES AND RESPONSIBILITIES	
<ul style="list-style-type: none"> ▪ Assist Merchandising & Buying Manager in product mix planning, merchandise selection, pricing, buying plan and assortment plan ▪ Support the Manager and sales team to plan the regular and ad hoc promotional activities to increase sales growth ▪ Formulate OTB, assortment plan and allocation plan according to the budget and maintain a smooth flow of merchandise delivery ▪ Manage monthly and seasonal buy for regions / stores with effective assortment and pricing strategy ▪ Prepare various sales, product, sell thru and inventory performance reports in weekly and monthly basis. ▪ Conduct product knowledge training for new product launch in every season to front line staffs. ▪ Provide support to sales team and front line in all sorts of merchandising and product needs eg. Promotion/ bargain event and quality issue etc. ▪ Monitor the sell through, stock level, SKUs holding and their efficiency, merchandise distribution, replenishment & consolidation on a timely basis so as to ensure the right stock in right quantity at right place at right time for sales growth and Sloggi brand building ▪ Work closely with Demand planning to maintain inventory target given by regional, provide necessary support for OTB set up, demand forecast ▪ Work closely with Sales and Marketing team in development and execution of assortment align with buying plans to maximize the sales growth and roll out properly to maintain Sloggi brand image ▪ Quick response to market so as to optimize sales performance ▪ Keep track the market trends and feedback market preference and suitable new products for your market, identify market opportunities, benchmark against competitors, and make necessary recommendations ▪ Support other ad hoc project as assigned 	
PERSONAL QUALITIES	
<ul style="list-style-type: none"> • Outstanding COMMUNICATION skills both verbal & written. • Demonstrated BUSINESS acumen • Adapt easily to DIVERSE audiences and environments • Work independently and work under pressure • RESILIENCE in the face of adversity and stress • Sort thru COMPLEXITY and present in strategic and conclusive way • Able to PRIORITIZE and work independently with minimal supervision • Able to work effectively in a TEAM environment. • Capable of MULTI-TASKING, prioritizing, and managing time efficiently. • Demonstrate ability to INFLUENCE decisions through experience and analysis • Effectively plan workload and PRIORITIZE tasks and achieve deadlines. 	
PROFESSIONAL EXPERIENCE	
<ul style="list-style-type: none"> ▪ At least 2 years hands-on retail buying experience in underwear, lifestyle, fast-fashion, sportswear ▪ Strong understanding of the retail market in the respective country (SG / MY) ▪ Strong fashion sense, analytical skills, business acumen and numerical sense 	

OTHER REQUIREMENTS

Technical skills:

Language Skills:

- English and Mandarin; Cantonese preferred

IT proficiency:

- MS Office – expert in Excel and Powerpoint

Other skills:

- Good statistical knowledge
- Good communication, interpersonal and presentation skills
- Strong leadership capabilities
- Strong conceptual and execution ability
- Passion for elevated service and consumer experience

▪