

Position Description

Title: Retail Buying Specialist
Division: Operations
Reports to: Business Development Strategist

Travel: Travels in-state and out-of-state as required
Status: Hourly, Non-Exempt, Temporary hire
Standard Work Hours: M – F, 9:00 AM – 5:30 PM

JOB SUMMARY:

This is a temporary/seasonal position. The projected end date of this role will be 12/31/2023. There is a possibility of an extension or permanent hire based on performance and sales needs.

Reporting directly to the Pop-Up Mākeke Program Manager, the Retail Buying Specialist is a key position at Pop-Up Mākeke responsible for managing our inventory needs and ensuring we have the right products at the right time for our customers. This position requires a deep understanding of the retail industry, including consumer trends, market conditions, and vendor relationship management. The successful candidate will play a critical role in meeting company goals by optimizing inventory levels, maximizing sales, and minimizing costs.

There is also an expectation to work closely with the Pop-Up Mākeke fulfillment team to assist in warehouse operations during peak times or special projects such as full inventory counts.

DUTIES and RESPONSIBILITIES:

Inventory Management: Evaluate current inventory levels and sales forecasts to determine the quantity and timing of purchases. Monitor inventory turnover and develop strategies to optimize inventory levels.

Vendor Relationships: Cultivate strong relationships with vendors to negotiate pricing, terms, delivery, and contracts. Work closely with suppliers to ensure products are delivered on time and meet quality standards.

Market Research: Continually monitor market trends, consumer preferences, and competitive products to inform purchasing decisions. Attend trade shows and meetings to stay updated on new products and vendors.

Budgeting: Develop, propose, and manage purchasing budgets while ensuring cost-effectiveness. Review invoices, freight costs, and other related expenses to maintain cost controls.

Product Selection: Identify and select new products for the store that align with consumer demand, brand standards, and company goals. Work closely with merchandising and marketing teams to promote new products and seasonal items.

Collaboration: Collaborate with store management, warehouse, and sales team to ensure inventory availability, manage product launches, and address any inventory issues.

Reporting: Regularly report on key performance metrics like stock levels, supply chain management, vendor performance, etc. Identify opportunities for process and operational improvements.

Compliance: Ensure all purchasing activities are compliant with the company's policies and relevant laws and regulations.

Problem-solving: Troubleshoot any supplier or delivery issues that could impact product availability and customer satisfaction.

- Assist, at times, with the fulfillment of online orders such as printing order confirmations, pulling inventory of retail shelves, packing, and labeling packages to send off for delivery via postal service.
- Procure wholesale/consignment products and supplies through existing and new vendor partners in various locations for resale through the website and pop-up retail spaces.
- Discuss wholesale pricing with the vendor(s) and negotiate agreements that are beneficial to CNHA
- Identify and source products to offer that meet the needs of the organization's customers by carefully reviewing potential items from all vendors.
- Locate and work with potential new vendors and maintain the current vendor list.
- Assess the condition of merchandise orders upon shipment arrival and drop off to see if the quality standard is acceptable and if it meets the guidelines decided upon for the product.
- Meet with vendors and discuss potential product needs or custom merchandise ideas to help differentiate the brand among consumers.
- Work with the CNHA Accounting team and may need to perform minor accounting duties.
- Daily monitoring of all communication platforms such as email, phone, CNHA internal messaging applications (Microsoft Teams).
- Assist the Program Manager with communication between CNHA and vendors.
- Answer phone calls in a polite and professional manner.
- Support the Annual Native Hawaiian Convention as assigned.
- Perform special assignments and other duties as directed by the Program Manager or CEO.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

PERFORMANCE EXPECTATIONS:

- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Utilizes excellent verbal and written communication and people skills with organization leadership, co-workers, clients, community members, government officials and the public.
- Functions in a self-directed, high initiative and motivated manner that results in successful administration and collaboration.
- Due to the time-sensitive nature of this position, schedule flexibility is needed.

QUALIFICATIONS:

Bachelor's degree in Business Administration, Supply Chain Management, or related field.

Minimum of 3 years of experience in retail buying, inventory management, or a similar role.

Strong negotiation and vendor management skills.

Excellent analytical and problem-solving abilities.

Ability to forecast and interpret market trends.

Proficient in inventory management software.

Strong interpersonal and communication skills.

Ability to multitask and prioritize in a fast-paced environment.

- Highschool Diploma required or equivalent
- Minimum of two (2) years of related experience.
- Must be extremely proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
- Two (2) years of buying/wholesale buying experience in retail.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Business Administration related field and/or equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS:

- Prolonged periods of time sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at a time.

SKILLS REQUIRED:

- Strong analytical skills.
- Detail oriented and highly organized.
- Excellent time management skills with a proven ability to meet deadlines.
- Excellent verbal and written communication including interpersonal skills.
- Excellent organizational and managerial skills.
- Extensive knowledge of office administration, clerical procedures, and record keeping systems.
- Ability to function well in, at times, a stressful environment.
- Ability to effectively work in a dynamic and fast-paced environment and set and achieve goals.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission.