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BUYER – ST ANDREWS LINKS

KEY PURPOSE OF JOB

To assist in the buying functionality of St Andrews Links and The Open Championship through buying and developing product, meeting targets, product quality, brand and resource, thereby maximising sales and profit potential. Working together with all areas of the business to promote a 'one team' ethos, embedding our values and fostering team spirit not only within retail but across the whole organisation.

KEY RESPONSIBILITIES

1. Support the Senior Buyer to deliver the retail strategy.
2. Manage information across various functions including design, stock management, sourcing and packaging to ensure process is followed and timelines are met.
3. Perform market analysis, analyse sales trends and obtain feedback to improve product lines and collections.
4. Identify emerging trends within the marketplace, develop strategies outlining strengths, weaknesses, opportunities and threats and present them to the Senior Buyer.
5. Develop and recommend seasonal and core product mix for each location.
6. Assist in the development of seasonal and annual financial planning.
7. Manage and provide accurate purchase orders, delivery dates and cash flow requirements.
8. Manage sell through efficiently and effectively and influence others with knowledge on product details, targets, stock movement between locations and developing plans where necessary.
9. Develop relationships with all suppliers, resolve issues and maximise the financial performance.
10. Inspire a creative culture within the Buying Operation to ensure the brand remains relevant.
11. Present product selections to Senior Buyer.
12. Ensure purchase orders are processed on time and accurately.
13. Investigate and responds to any product issues. Communicate the outcomes with the Senior Buyer.
14. Visit all locations on a regular basis to gather information on customer feedback, sales trends and visual impact.
15. Working closely with the Buyer's Admin team on the buying process, ensuring transparency at all times and a level of understanding of the business and decision making process.



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KEY ACCOUNTABILITIES

1. Create and maintain strong brand awareness through products in all channels enabling team members to understand the concept of branding and its importance to the organisation.
2. Meet annual sales, margin and profit targets within agreed budget levels.
3. Meeting key performance indicators including margins, product deliveries, stock management and shrinkage.
4. Procurement of products of appropriate quality, supplied at best terms to the Links, and that stock is at optimum levels and write offs are minimised.
5. Ensure that the customer is central to all product development initiatives.
6. Ensuring the e-commerce operation has suitable product developed and available for supply.
7. Ensure all product sold meets relevant regulations and trading standards and that customers or the Links reputation is not put at risk.

FUNCTIONAL SKILLS

1. Minimum of 3 years' experience in the retail industry.
2. Strong knowledge/experience with retail buying and financial management
3. Must be highly organized and have strong analytical, communication and collaboration skills

PERSONAL SKILLS

1. Coordinate with Admin Assistants and work closely with them, ensuring they have an overall understanding of the business and decision making process.
2. High level of accuracy and organisation skills.
3. A positive, can do approach, one that wants to test new things and seeks continual improvement.

JOB REQUIREMENTS

1. As weekend and evening trading is essential to the business, flexible hours and frequent evening and weekend work are required.
2. The post will involve international travel from time to time to attend retail trade fairs, observe best practice and develop positive relationships with key suppliers and peer organisations.