

Position: Assistant Buyer **Reports To:** Senior level Merchants

Location: Corporate **Type:** Full-time, Non-exempt

discover your purpose...

Assist Buyer with developing business strategies and seasonal assortment plans to maximize the development of the brand, sales and profits for a department or assigned area. Identify opportunities and recommend new product or concepts for department. Coordinates information across functions working closely with Design, Inventory Management, Sourcing, Production, Packaging and Visual to ensure the process is followed and timelines met. Handles visual signage (new, specials, markdowns). Coordinates production of in-store collateral and product information binders. Attends and participates in Design meetings. May manage one program or small department.

who we are...

Our mission is to enhance the quality of our customers' lives at home. We put the customer at the center of everything we do, every day. Our corporate values that guide our actions and decisions are our People First culture, customers, quality, shareholders, integrity, and corporate responsibility.

who you are...

- Love to close a sale & can articulate a proven ability to exceed goals
- Thrive in an entrepreneurial environment & are constantly looking for ways to think outside-the-box
- Passionate about creating lasting relationships with customers by capturing contacts, re-connecting & promoting all of the inspiration, events & services Williams-Sonoma has to offer including the Williams-Sonoma Credit Card & product launches
- Know what questions to ask your customers in order to understand their personal style & needs
- Succeed in a team environment, while able to work independently & manage your own time

At Williams-Sonoma you will....

- Correspond with functional areas. Resolves, handles and escalates difficult issues to Buyer, Call Center and Stores
- Summarize and communicate merchandising information for store newsletters and emails. Coordinate with Store Operation for disseminating information through appropriate channels
- Work with Visual to create signage and in-store collateral. Provide Visual with product information (facts, inspiration, pricing). Coordinate the development all signage (new, special, markdowns) and all in-store collateral
- Communicate pre-ticketing instructions to Sourcing and Production. Provide Inventory Management with pre-ticketing prices
- Provide Merch Coordinator with product information (facts, pricing) to create Product Information sheets
- Assist the Buyer with developing the seasonal assortment plans (line lists) to define product requirements for Design
- Assist Buyer and Inventory Management to provide Sourcing and Production Management with purchase quantities, delivery dates, flow and exit strategies for initial cost and production negotiations for new programs
- Assist Buyer with providing Inventory Management with final assortment plans (line lists), product details, target retails, estimated IMU, importance to overall assortment (big bets) and floor plan location for developing purchase projections and buy plans. Update document and ensure accuracy
- Investigate and respond to field issues. Coordinate communication strategies with Store Operations. Provide appropriate merchandising information for Store Newsletters
- Visit stores and contact field management to gather information on product and issues
- Analyze market (domestic) and provide observations of market to Buyer for market analyses
- Identify and recommend new products or business opportunities
- Make recommendations to assist Buyer with developing seasonal and core product mix for department or area. Participate in the development of annual and seasonal financial plans
- Recommend floor layouts to Buyer
- Assist Buyer and Inventory Management with determining appropriate adjustments (markdowns, delivery changes and quantity changes) to the plan to maximize sales, profits, budget (OTB) and to protect the brand. Recommend contest ideas and coordinate awards and in-store collateral
- Assist Buyer with providing information to Visual on in-store promotion strategies and placement of markdown goods
- Handles escalated customer service issues
- Provide SKU information to Merchandising Operations for input
- May be responsible to manage and oversee small department or area
- Works with the Visual Packaging team to deliver on time artwork to the vendor. Approves artwork and/or works with Protective Packaging team to create packaging for easily damaged items
- Order input and order tracking (once goods have left the port)
- Work with Production Manager/Sourcing to ensure timely delivery and/or changes to delivery
- Responsible for approving catalog proofs for each season (pricing, naming, copy)

what we're looking for...

- High school diploma or equivalent preferred
- 1-2 years of experience in a customer service role
- Excellent communication skills & passion for working with people
- Proven ability to prioritize and handle multiple tasks simultaneously.
- Ability to be mobile on the sales floor for extended periods of time.
- Full time associates are expected to have open availability to meet the needs of the business. Casual associates must be available to work a minimum of four regularly scheduled shifts, two regularly scheduled shifts during the weekend* (Saturday

and/or Sunday) and two regularly scheduled shifts during weekdays. Associates must be available for annual inventory and entire holiday season (November and December).

- Ability to lift and mobilize medium to large items, up to 75 lbs., while utilizing appropriate equipment and safety techniques.
- Ability to operate POS system.

*Example: A Casual associate has open availability on Saturday, but does not have Sunday availability. The associate still satisfies the requirement of having two available shifts on the weekend, both just happen to be on Saturday.

This position is not eligible for visa sponsorship.

Williams-Sonoma Inc. is an Equal Opportunity Employer

Williams-Sonoma, Inc. will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.