

EXECUTIVE DEVELOPMENT PROGRAM FOR ASSISTANT BUYER JOB DESCRIPTION

COMPANY OVERVIEW

For over a century, Neiman Marcus Group has served the unique needs of our discerning customers by staying true to the principles of our founders: to be the premier omni-channel retailer of luxury and fashion merchandise dedicated to providing superior service and a distinctive shopping experience in our stores and on our websites. Neiman Marcus Group is comprised of the Specialty Retail Stores division, which includes Neiman Marcus and Bergdorf Goodman, and our international brand, mytheresa.com. Our portfolio of brands offers the finest luxury and fashion apparel, accessories, jewelry, beauty, and home décor. The Company operates more than 40 Neiman Marcus full-line stores in the most affluent markets across the United States, including U.S. gateway cities that draw an international clientele. In addition, we operate 2 Bergdorf Goodman stores in landmark locations on Fifth Avenue in New York City. We also operate more than 30 Last Call by Neiman Marcus off-price stores that cater to a value oriented, yet fashion minded customer. Our upscale eCommerce and direct-to-consumer division includes NeimanMarcus.com, BergdorfGoodman.com Horchow.com, LastCall.com, and CUSP.com. Every day each of our 15,000 NMG associates works towards the goal of enabling our customer to shop any of our brands "anytime, anywhere, and on any device." Whether the merchandise we sell, the customer service we offer or our investments in technology, everything we do is to enhance the customer experience across channels and brands.

JOB SUMMARY

The Executive Development Program provides you with the tools needed to be a successful assistant buyer within our merchant organization. The intensive ten-week training program is a full-time position that, upon completion, leads to placement as an assistant buyer with one of our business divisions based in our downtown Dallas corporate offices. The program is a combination of classroom training and buying office rotations. Our comprehensive approach provides hands-on teaching and newly learned skills are applied in the setting of an actual buying office. Assistant buyers interact daily with stores, vendors and executives. We integrate buying and merchandise planning, as well as sales management to give you a better understanding of the merchant roles and responsibilities. In the Executive Development Program you will learn theories and analytical approaches to running a business, systems used within our merchant organization, and the Neiman Marcus corporate culture.

JOB DUTIES

Responsibilities include:

- Assist buyer in achieving sales and gross margin plans
- Oversee vendor support and store communication
- Assist in financial planning and monthly forecasting
- Execute marketing events and advertising processes
- Manage promotional aspects such as contests, samples for advertising, and look books
- Liaison between photography and buying office/vendor for catalog and editorial pages
- Online product content/image maintenance
- Recap and analyze selling trends
- Manage product receipts and purchase order logs
- Assist buyer in product selection and identification of fashion trends
- Manage day-to-day operations of the buying office
- Oversee purchase order mechanics
- Oversee inventory management
- Develop strategic plans, budgets, and recaps
- Performs additional tasks as required

JOB REQUIREMENTS

- Bachelor's degree from a four-year college or university
- Successful completion of evaluation questionnaires (including math and behavioral assessments)
- Strong leadership, management, communication, customer service, and organization skills
- Flexible and able to perform in a fast paced, changing environment
- Exceptionally strong Excel skills
- Personal Learning
- Planning/Organization
- Process Management
- Strategic Agility
- Retail or service experience is helpful

To perform this job successfully, an individual must be able to perform each job duty satisfactorily. The requirements listed above are representative of the knowledge, skills and/or ability required.