

## ASSISTANT BUYER – Footwear

NET-A-PORTER is an established global Internet retailer of cutting edge luxury fashion labels, relied upon for its exceptional quality of service and eye for the next big thing. With an expanding domestic and global market, and revenues increasing month on month, we are now looking to add new revenue streams to the Group. This presents a fantastic opportunity to capitalise on our infrastructure and leverage against our expertise to launch a new global brand.

As such, we are seeking an Assistant Buyer of Luxury Branded Footwear to work closely with the Buyer to enhance NET-A-PORTER'S offering to its customers, develop relationships with new and existing designers whilst ensuring maximum value and efficiency for the business. Ultimately ensuring that we are first in making the latest trends and best designs available to our customers – where ever they are!

"Net-a-porter has revolutionised the way we buy designer clothes." *Vogue UK*

---

### Responsibilities

- Assist the Buyer with proactive continuous global product sourcing in an opportunistic environment
- Responsible for negotiation of terms and conditions with assigned vendors
- Manage and maintain daily correspondence of assigned vendors/accounts
- Achieve margin and sell thru targets
- Negotiate deliveries to ensure consistent and early flow of goods/merchandise to maximise sales and meet plan
- Maintain and develop excellent vendor relationships
- Ensure right mix of product and maintain awareness of competitors position and market share
- Work with the Buyer to ensure consistent buy message
- Assist the Buyer in all aspects of the buying process through –
  - Attending buying appointments with the Buyer – photographing and detailing the product as necessary
  - UK travel where necessary
  - Completing buysheets after buying appointments in preparation for writing the Buy
  - Analysis of sizing of buy and application to orders
  - Completion and conveyance of orders to vendor
- Attending ad-hoc buying appointments in the Buyers' absence to gather product information for review.
- Competitive shopping analysis (on and offline)
- Maintenance of payment terms and shipping details records
- Pricing of orders whilst maintaining appropriate margin

---

### Essential Skills & Requirements

- Graduate (or equivalent) with proven experience as a fashion buyer in a retail environment
- Proven commercial experience of trading in a fast paced and reactive environment
- Fluency in Italian and/or French desirable
- Good judgement and decision making skills
- Confidence in suggesting calculated risks
- Demonstrate solid understanding of off-price retailing
- Numerate with strong analytical and computer skills
- Discreet, professional and well spoken, with excellent communication skills
- Keen eye for details
- Pro-active and able to show initiative/ideas to constantly improve the Outnet.com offering.

---

### Location

This role is based in our Head Office in London, W2

### To Apply

Please send us an updated resume and a cover letter explaining why you feel you are suited to NET-A-PORTER and this role. These should be emailed to [jobs@net-a-porter.com](mailto:jobs@net-a-porter.com)

**NO RECRUITMENT AGENCIES PLEASE**