

Careers in Retail

Sourcing, Buying, Purchasing

The choice of careers in retail is wide and varied. There are opportunities in shops of all sizes and product mix and behind the scenes in the warehouse, head office and support departments like human resources, merchandising, IT, purchasing and finance.

A Buyer or Purchaser is most likely to be located at head office or a regional centre. In a small organisation the Buyer may be the Manager.

The Buyer is responsible for sourcing the right products for the shop and planning the ordering and delivery whilst making a profit for the company.

The Buyer will liaise with the suppliers and growers and may even visit a farm, producer or factory to look at the products. It can involve travelling to other countries. Buyers will often go to trade

fairs and conventions to look at new products emerging on to the markets. In fashion retailing they may visit catwalk shows to see what the next season's fashion will be.

Like a Merchandiser the Buyer will have an awareness of the customer demands and will need to be able to interpret factual information and the patterns and trends of sales. They will need to negotiate with the suppliers to get the best price for the goods. They will also liaise with the managers in the shops to ensure that the products are selling well.



Routes to entry:

It is worth considering the route to the job of a Buyer. Many people will work in other roles in retail then progress into management and gain experience that will help them get to the job that they want. In general most organisations look for a person with all round retail experience and PC skills. There may be a graduate entry scheme with some organisations. You will need to demonstrate that you are **enthusiastic and highly motivated and in addition show that you have excellent communication, negotiation and analytical skills.**

Useful links:

www.lsc.gov.uk
www.skillsmartretail.com
www.jobcentreplus.gov.uk
www.connexions-southcentral.org

Check out these sites for careers in retail.

www.retailrecruitment.net
www.retailmoves.com
www.camcity.co.uk
www.inretail.co.uk
www.retailcareers.co.uk
www.graduatetoretail.org
www.doctojob.com
www.thebigchoice.com

Freephone

Call the Retail Career line for advice and guidance on training and careers in retail on **0800 093 5001**

e-mail

contactus@skillsmartretail.com