POSITION DATA
JOB TITLE: Retail Assistant Buyer
DEPARTMENT: Retail
REPORTS TO: Buyer
CLASSIFICATION: Exempt
DATE: February 2022

POSITION OVERVIEW
The Assistant Buyer will be responsible for proactive analytics surrounding inventory, logistics and merchandise strategy for the National September 11 Memorial & Museum at multiple locations, including the Museum Store, Memorial Carts, E-commerce platform and occasional pop-up shop opportunities.

ESSENTIAL FUNCTIONS
• Prepare and analyze selling reports on weekly, monthly, and annual basis in order to help identify opportunities within the key product assortment.
• Manipulate spreadsheets and reports to complete thorough business analysis.
• Drive the business by identifying opportunities and developing action plans to maximize best results whether that results in new products or markdowns/promotions.
• Manage replenishment purchase orders on best sellers. Share insight and opinion based on experience and analysis in order to grow and impact business.
• Maintain an awareness of product line and competitive landscape by attending trade shows.
• Assist the Buyer with overseeing e-commerce performance, including the maintenance and updating of the e-commerce site through photoshoots and product upload.
• Enter and review all purchase orders via back-office Counterpoint and monitor the Purchase Order Log to ensure orders will arrive in a timely manner.
• Ensure all vendors are following compliance guidelines through accuracy of PO information including vendor contact info, payments terms, merchandise tagging, etc.
• Assist Buyer with any invoice resolutions.
• Partner with Buyer and Vice President of Retail in the creation of products for retail and web that ties back to merchandising strategies and financials goals for the division.
• Participate in bi-annual inventory reconciliations and partner with Retail Operations Manager regarding cycle counts, as needed.
VOLUNTEER REQUIREMENT
• Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
• Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENTS
• Bachelor’s degree is preferred.
• A minimum of three to five years’ experience in retail store sales and inventory management.
• Must have strong analytical and computer skills with emphasis on Microsoft Excel and spreadsheet applications
• Ability to manage a high volume and high turnover inventory with great responsibility, reliability, and accuracy.
• Knowledge of Counterpoint is beneficial.
• Knowledge of Shopify E-commerce is beneficial

HOW TO APPLY
• Include job title in the email subject field.
• Please indicate the location where job posting was seen.
• Please submit a resume and cover letter to 911mmretailjobs@911memorial.org
• Please visit https://www.911memorial.org/job-opportunities

PHYSICAL DEMANDS/WORK ENVIRONMENT
The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environments are an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms, an indoor, climate-controlled Museum environment, and a box office space. There are no protective devices to be worn or utilized in the indoor work environments. Minimal travel is required.

• This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive.
• Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
• The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.