



Buyer's Administrative Assistant

We are looking for an assistant to aid in the back office organization of our existing buying department.

Specific responsibilities include (but are not limited to) the following:

- Assisting in purchase order entry and LC components
- Must be adept in all aspects of inventory management
- Excellent written and verbal communication skills
- Conduct purchase order follow up with vendors and confirm compliance with terms of agreement
- Office management tasks such as filing and organizational skills
- Contribute towards establishing, maintaining and building strong relationships with vendors
- Provide sales analysis in-season
- Assist in seasonal markdowns
- Develop in store signage; help organize promotions and events
- Facilitation in Social Media presence
- Perform other duties in collaboration with the buying department

The ideal candidate must possess:

- Undergraduate degree, preferably in Business or Retail Management
- Minimum two years experience in a merchant or retail environment
- Must be proficient in Retail information Systems, and Microsoft suite of products with a strong emphasis on spreadsheet work in excel, Adobe Photoshop is an asset
- Full understanding and demonstrated practice of OTB planning and implementation
- Candidate must be organized with good mathematical acumen
- An optimistic personality that can work with all team members within the company
- Knowledge of customs clearing and shipping

Apply in Writing Only

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Closing date for applications is September 27th, 2013