Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Associate Buyer, ECommerce
Announcement Number SE-22-0177

| OPEN DATE:       | September 28, 2022 |
| CLOSING DATE:   | October 05, 2022   |
| PAY BAND:       | H                  |
| SALARY RANGE:   | $55,000 - $60,000 (Commensurate with experience) |
| POSITION TYPE:  | Trust Fund         |
| APPOINTMENT TYPE: | Indefinite         |
| SCHEDULE:       | Full Time          |
| DUTY LOCATION:  | Washington DC      |

Who may be considered for employment: Current Smithsonian Enterprises Employees Only. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an Equal Opportunity Employer. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/oemma

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

OVERVIEW

This position is an entry-level Buyer-in-training position. This Position assists the Buyer’s role in overseeing the merchandise selection and procurement of E-commerce (Smithsonianstore.com and Catalog/Media). The position is responsible for maximizing sales, margin, and turnover by managing inventory for Smithsonianstore.com and all media/catalog.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Works with the Buyer to achieve budgeted financial measurements including Sales, Gross Margin %, Gross Margin $, and Inventory turnover.
- Assists with the development of sales plans for assigned departments and by store for budgeting process. Assists with the development of annual and seasonal assortment plans at department and class level.
- Assists with reforecasting of sales, inventory, and receipts on a weekly basis for assigned departments for Smithsonianstore.com and any catalogs and media.
- Participates in the Assortment Plan process. Assists with the analysis of history and current year performance to identify opportunities and liabilities.
• Assists Buyer in planning and preparing for Quarterly and ad hoc Strategy Presentations for SVP and DMM, Marketing and Web team to communicate key programs, new vendors/programs, sales opportunities, and marketing plans.
• In conjunction with Planner, initiates on a quarterly the Markdown/ Mark Out of Stock/ Mark Up process after review and approval from the DMM.
• Performs sales and inventory analysis as required for Departments, Classes, Items.
• Monitor inventory levels at warehouse to ensure in-stock position. Be aware of any Aged Inventory or excessive WOS inventory at SKU level.
• Responsible for managing purchases, receipts, and markdowns to ensure appropriate flow of merchandise relative to sales opportunities.
• Executes the established SE Merchandise business practices and procedures, reports and tools to effectively manage area of responsibility.
• As requested by Buyer, visit stores and works closely with the Store Merchant/Product team identify product and strategy congruencies and sales opportunities for ECommerce business that exist in within the store assortment.
• As requested by the Buyer, consistently reviews Smithsonianstore.com to ensure new item and new program details are accurate on Web.
• As requested by Buyer, review final approved web/media/catalog copy for completeness and accuracy for all products. Coordinate and follow up on photography needs and copy requests.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Requirements and Qualifications:

Bachelor’s degree (B.A.) from four-year college or university; and one to four years related experience and/or training; or equivalent combination of education and experience.

• 5+ years of Retail experience in buying and/ or store operations preferably in Apparel/Clothing, Jewelry, Accessories and Hard Lines
• Previous Ecommerce experience is preferred.
• Strong problem-solving skills, service orientation, excellent interpersonal skills, and ability to work well with diverse range of people.
• Must be self-directed, able to function independently, exercise reasoned judgment, and be proactive in an energetic environment.
• Strong financial and analytical skills and financial planning skills
• Ability to budget and achieve budgeted metrics
• Advanced skill in Microsoft programs such as Excel, Word, and Power Point. Able to produce spreadsheets.
• Excellent written and oral communication skills in order to successfully promote an idea and negotiate sensitive issues with both internal and external partners.
• Strong negotiation skills
• Plan, organize, execute, and follow-through
• Demonstrated ability to meet multiple deadlines and manage conflicting priorities
• Highly organized and ability to adapt to quickly changing priorities
• Strong conflict management skills
• Museum experienced preferred

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the
interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

**Smithsonian Enterprises**

Smithsonian Enterprises is a division of the Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses the Retail Group, Media Group, and Educational Travel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

**To Apply:**

Please forward a resume, salary requirements and cover letter to: SECareers@si.edu

Application materials submitted without salary information will not be considered.

Please include the position title in the subject line.

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. **What to expect next:** After a review of applicants is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).