Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Associate Buyer, Apparel**
Announcement Number SE-24-0105

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>November 27, 2023</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>December 11, 2023</td>
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<td>PAY BAND:</td>
<td>H-I</td>
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<tr>
<td>SALARY RANGE:</td>
<td>Up to $78,000 (Commensurate with Experience)</td>
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<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington, DC</td>
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Who may be considered for employment: All qualified candidates eligible for employment in the United States.

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/oema](http://www.si.edu/oema)

**KEY REQUIREMENTS**
- Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- U.S. employment eligible without sponsorship

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s [Frequently Asked Questions](#).

**SUMMARY:**
This position is an entry-level Buyer in training position. This position assists the Buyer role in order to oversee the merchandise selection and procurement of product for the retail stores in the museums. The position is responsible for maximizing sales, margins and turnover by managing inventories and assortment by store.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES include, but are not limited to, the following:**
- Works with the Buyer in order 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 completing the OTB process on a weekly basis for assigned departments including reforecasting of sales, inventory, and receipts.
- Assists with completing the Gross Margin forecasting process on an ongoing basis for assigned categories including the review of the annual performance to plan on key financial measurements.
- 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 the Quarterly Strategy Presentations for SVP, GMM, VP, Merchandise, Store Operations, and the Visual Merchandising team to communicate key programs, new vendors/programs, sales opportunities, and marketing plans.
- Manages Replenishment purchase orders from the initial allocation through the end of the life cycle of merchandise.
- Completes the Key Item Projections process. Updates sales forecasts on a monthly basis.
- Initiates on a monthly basis the Markdown/Mark Out of Stock/Mark Up process after receiving approval from the GMM, VP Merchandise.
- Initiates merchandise transfers, price changes, and returns to vendors after receiving approval from Product Manager.
- Ensure correct Basic Stock Levels on key items and ensure the Basic Stock system is working correctly and adjust as needed.
- Ensure the Automated Reorder process as well as Automated Replenishment process are working accurately and timely.
- Ensure that in Stock % goals by SKU are achieved. Be aware of any Age of Inventory or excessive WOS inventory at SKU level.
- Work with Product Managers to finalize pre-allocated receipts, and manage back stock to minimize store transfers.
- Monitor inventory levels at warehouse and stores to ensure in-stock position.
- Performs sales and inventory analysis as required for Departments, Classes, Items, Store Locations, and Store Fixtures.
- 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 supervisor, visit stores and works closely with the Store Operations team to address problems and identify sales opportunities within the stores.
- As requested by the Buyer, works with the Visual Merchandising team to ensure the proper display of new items and new programs.
- Creates and maintains up-to-date library of planograms for category fixtures across all store locations
- As requested by Product Manager, execute final approved text for provenance needs/signage for products. Coordinate and follow up on signage requests for the stores.

REQUIREMENTS AND QUALIFICATIONS:
Bachelor’s degree and/or two to five years related experience and training.

- 2+ years of Retail experience in buying, planning or store operations preferably in apparel.
- Knowledge of retail markets and industry.
- 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 Open to Buy 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 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 Consumer Education Products and Licensing.

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).

**YOUR PRIVACY IS PROTECTED**

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you. Please complete the optional Trust Applicants Demographic Form at: [https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0105](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0105)