Career Opportunity
This is not a Federal Position

We are currently accepting internal applications to fill the following vacancy:

Associate Buyer, E-Commerce
Announcement Number: SE-24-0137

OPEN DATE: May 22, 2024
CLOSING DATE: May 29, 2024
PAY BAND: H
SALARY RANGE: Commensurate with Experience
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full time
DUTY LOCATION: Washington DC

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Open to current Smithsonian Enterprises employees

What are Trust Fund Positions?
Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may 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).

CONDITIONS OF EMPLOYMENT
• Pass Pre-employment Background Check and Subsequent Background Investigation
• Complete a Probationary Period
• Maintain a Bank Account for Direct Deposit/Electronic Transfer.
• The position is open to current Smithsonian Enterprises employees. Proof of eligibility to work in the U.S. is not required to apply.

OVERVIEW
As an entry-level Buyer in training, the Associate Buyer assists the Divisional Merchandise Manager (DMM) to oversee the merchandise selection and procurement of product for 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 primarily in the categories of jewelry, accessories, scarves/wraps, handbags, men’s, and children’s clothing.
ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Works with the DMM to achieve budgeted financial measurements including Sales, Gross Margin %, Gross Margin $, and Inventory turnover.
- Assists with the development of sales plans for assigned departments 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 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 DMM, visit stores and works closely with the Store Merchant/Product team to identify product and strategy congruencies and sales opportunities for ECommerce business that exist within the store assortment.
- As requested by the DMM, consistently reviews Smithsonianstore.com to ensure new item and new program details are accurate on Web.
- As requested by DMM, review final approved web/media/catalog copy for completeness and accuracy for all products. Coordinate and follow up on photography needs and copy requests.

EDUCATION, QUALIFICATIONS AND REQUIREMENTS

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.

Bachelor’s degree and/or two to five years related experience and training.

- 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 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.

Ability to read and interpret Smithsonian Institution and SE Museum Business Unit policies and procedures and understand standard operational concepts and practices. Ability to accept written and oral instructions from the Management Team. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

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 Smithsonian magazine, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

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

Please forward a resume and cover letter to: SECareers@si.edu
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’ resumes 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. Benefits 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