

Buying Coordinator

Sears Canada Inc.

Company Introduction

Sears Canada Inc. offers Canadian consumers a diverse array of shopping options, with department and specialty stores, Canada's most extensive general merchandise catalogue, a comprehensive website, and a broad range of home-related services.

95 department stores across the country offer a broad range of merchandise from apparel and home fashions to appliances. 29 free-standing Sears Home stores offer one of Canada's broadest assortments specializing in home furnishings, major appliances and home electronics. 16 Outlet stores sell surplus merchandise. 71 locally-owned Hometown Dealer Stores in smaller communities offer major appliances, home electronics, lawn and garden and some also display home furnishings. Central administration is located in the Sears Canada Head Office at 290 Yonge Street, Suite 700 in Toronto. Buying for the Company is centralized in the Head Office.

Purpose of Job

Provide a variety of administrative services/activities of an advanced and complex nature, requiring thorough knowledge of department and/or corporate policies/procedures for the assigned area of responsibility. Exercise judgment and initiative in applying and interpreting various procedures/practices/policies in a variety of situations. Provide support services to the assigned area of responsibility, which includes various administrative tasks and item set-up and maintenance in databases and replenishment systems. Communicate and build relationships with vendors and support functions as required. Train and/or assign work to junior staff as required.

Major Responsibilities

- Communicate with Vendor/Buyer/Marketing Coordinator, Lab/Supply Chain Manager/ Replenishment Analyst to investigate / resolve issues to ensure accuracy of input information and system set-up.
- Follow up on samples (Lab) if not submitted on time by vendor. Investigate to resolution. When required, escalate to Buyer.
- Manage Buyer and Marketing sample room.



- Work with vendors and Marketing Coordinator to secure samples.
- Maintain and update Open-to-Buy and other worksheets (season code, cost or retail change sheets) as instructed by Buyer.
- Generate performance reports for Buyer.
- Set-up and maintain items in EIW (Electronic Item Worksheets) & SCORE (Sears Canada Operational Reference Environment).
- Manage sample process for all channels which includes but not limited to; securing samples (image or physical), tagging, organizing, sending for photography, storing, tracking, returning, and preparing for sample sales.
- Maintain and update the RTW list with sample information.
- Pull samples to support marketing and meet with buyer to approve samples.
- Update and maintain master grid; add item number, add blue chip number, etc.
- Create and maintain marketing binders (flyers).
- Create and maintain assortment CAD binders for the season.
- Check catalogue PDF's, add comments and advise appropriate person as required (buyer, ARA).
- Create flash messages in SCORE as required.
- Compile and format information in Electronic Item Worksheets (EIW).
- Ensure accurate, timely and complete item set-up and load items to SCORE (Sears Canada Operational Reference Environment).
- Update SCORE with post EIW load changes (e.g. Cost, Distribution, UPC (Universal Product Code)).
- Initiate any system changes and item set ups and maintenance. This is completed in collaboration with the MC (Marketing Coordinator) for promotions or Buyer for general item information.
- Additional set-up & verification (RIM Retail Inventory Management etc)
- Add items to Direct/Catalogue Medias - collaborate with Buyer and/or MC (Marketing Coordinator).
- Set up Featured Items in FIES (Feature Item Entry System, for MDO (Markdown Optimization)).
- Check Verification reports to ensure that PLU (Price Look Up) has correctly been applied in RIM



(Retail Inventory Management). Work through to resolution.

- In collaboration with the MC (Marketing Coordinator) & Buying Team - resolve on own, or implement the resolution as discussed with the MC or Buying team, and improve the system set up, and catalogue error discrepancies.
- Identify and correct any errors or discrepancies found, and address / communicate root cause of errors to Buyer.
- Initiate any media set ups, changes and maintenance.
- Set up Subs and Flash Messages in SCORE (Sears Canada Operational Reference Environment).
- Enter Vantive information.
- Identify procedural problems, and recommend changes after liaising with departments and individuals concerned.
- Make recommendations to improve work processes, workflow and business efficiencies.
- Provide administrative support as required (occasional). Perform other duties as required. Work in compliance with all laws and regulations and attend or complete all required health and safety training, report all accidents and take every precaution reasonable to ensure personal safety and the safety of others and perform other duties as required.

Qualifications:

- Demonstrated computer skills, including database maintenance
- Demonstrated oral/written communication skills
- Demonstrated organizational skills
- Demonstrated interpersonal skills and ability to work within a team
- Demonstrated ability to analytically think
- Detailed oriented
- Demonstrated ability to innovate
- Demonstrated ability to be proactive



- University Education: Fashion Retail or Communication

Job Type: Full Time

Resume can be sent to jhowlan@sears.ca

