RIDLEY'S CYCLE

Summary
The Parts, Accessories & Clothing Buyer/Inventory Controller is responsible for maintaining the inventory position of Ridley's Cycle to Optimize Sales and Margins while working within inventory budgets to optimize cash flows. Buyers play an integral part in the store's overall success, the ability to reach sales goals and maintain optimal inventory levels.

Position Requirements

- Experience
  - 3+ years in the Bicycle Industry (or related Specialty Retail)
  - 1+ year in management position (asset)
  - Post secondary education (asset)

- Skills
  - Exceptional interpersonal and relationship building skills, coupled with strong written and verbal communication skills.
  - Strong customer service focus.
  - Ability to manage, inspire and lead a team.
  - Solid understanding of bicycle parts, accessory and clothing function.
  - Knowledge of computers and technology including a thorough understanding, experience and Proficiency using Excel.
  - Can understand and manage OTB, Min/Max levels and purchasing budgets
  - Ability to analyze sales histories, customer behaviors' and market trends
  - Excellent organizational and time management skills.
  - Dedication to get the job done
  - Fundamental understanding of Word, Excel, Ascend, and email tools
  - Can manage and reply within a timely manner to emails (24 hours)

- Personality requirements
  - Is coachable
  - Can solve problems in a productive manner
  - Treats fellow employees with respect
  - Has a Vision in the Cycling Industry and is always thinking about the next opportunity
  - Attention to detail
  - Can complete and follow up on tasks on time
  - Is goal oriented
  - Ability to collaborate with others in positive, productive ways in high pressure situations
  - Ability to turn constructive criticism into action

Working Conditions

- Ability to be mobile and stand for extended periods of time.
- Ability to lift up to 50 lbs. while utilizing appropriate equipment and safety techniques

- Working hours are minimum Monday – Friday 8:30am – 5:00pm with 30 minute unpaid lunch break and 1, 15 minute paid break

Outline of Responsibilities

Ordering

1. Order the best, most sought after Parts, Accessories and Clothing in the industry for our customers for both in-store and online shopping
2. Purchase inventory as necessary to;
    a. Meet and drive customer demand - have what customers want, when they want it
    b. Maintain monthly budgeted inventory levels. Monthly budgeted inventory levels are on page 3 of each Fiscal Year Budget for each store
    c. Meet or exceed stocking inventory margin > 45%
    d. Fulfill special ordered items
3. Set min/max levels for all products.
4. Maximize Vendor Terms and Discounts
5. Seek out and negotiate the best possible pricing and terms on purchases while developing and maintaining excellent relationships within the industry
6. Seek out new, useful and innovative products that our customers (and we) love! Make Ridley's the industry leaders in stocking and offering amazing product
7. Inform Sales & Service Managers what products are being ordered for stock
8. Only buy products we believe in; useful, good quality and value
9. Enter accurate and timely PO's in Ascend as items are ordered (within 4 hours of order being placed)
10. Place orders for Customer Special Orders within 24 hours of customer placing deposit
11. Pricing/Pricing Strategy – when setting our retail pricing consider MAP, competitor pricing and gross margin targets. Advise Operations Manager/Marketing on pricing strategies for sales and promotional pricing
12. Freight – be aware of freight and shipping policies of all vendors. Consider freight costs when deciding when and what to order.
13. Physically receive products within 24 hours of arrival at the stores.
14. Accurately receive shipments in Ascend; match cost, quantity and ensure each product has an accurate product record in Ascend
15. Move inventory between locations as necessary to maintain optimum selection in each location and maximize sales while keeping inventory levels in check
16. Manage and input all events and deadlines in a calendar
17. Keep inventory storage and receiving areas clean, labeled and organized
18. Recycle all cardboard
19. Increase our awareness of the ethical manufacturing and sourcing of supplier products

Inventory Control

1. Attend bi-weekly Inventory/Buyer meetings with Operations Manager to assess whether metrics and goals are being met, explore buying opportunities and ensure inventory remains in line with monthly budgets
2. Run daily, weekly and monthly inventory and sales reports
3. Run weekly cycle counts in key categories in conjunction with Inventory Admin
4. Upload new inventory records into Ascend as Vendors release new products and new model year details. Accurately enter product descriptions, categories and pricing. Enter Min/Max for each item as it is entered into Ascend. Ensure SKU, MPN and UPC are accurate for mapping into SmartEtailing eCommerce platform
5. Merchandising – Quarterly and on-going merchandising. Re-merchandise sections quarterly at a minimum and work with sales staff to keep stores merchandised to standard on a daily basis.
6. Organize and execute year-end inventory count.
7. Maintain accurate inventory records in Ascend so that sales and service staff can rely on the information when informing customers regarding availability of products

Salary and Benefits

Salary $50,000 – 55,000/year dependant upon experience
3 weeks paid vacation/year
Eligible for HBP (Health Benefit Plan) – minimum 50% of premiums paid by Ridley's
Matching RRSP contribution up to $100/month
Demo bike program eligible