

**ANALYST (BUYER’S ASSISTANT)**

**Taku Sports Group**

**Duration:** Permanent

**Closing Date:** When filled

**Job Level:** Assistant

**Intended job posting audience**

Anyone who can legally work in Canada can apply for this job. If you are not currently authorized to work in Canada, the employer will not consider your job application.

**Availability:** Immediate

**Opportunity:**

To work with the buyers to ensure that we have all the latest and coolest items necessary to enjoy sports, travel and the outdoors! You will assist the buying team by keeping data current with purchase order creation and cancellation. You'll help to ensure the necessary quantities to satisfy demand, assisting with promotions and merchandising to ensure good sell-through. You will purchase under the direction of the buyer in accordance with open to buy budgets, market trends and customer needs.

We will train you with our systems but you’ll need

* Minimum 1 year working in the retail trade
* Superb attention to detail
* Keen interest and knowledge of market trends
* Strong sense of organization and planning
* Strong computer skills, including Microsoft Excel
* Good communication skills, both oral and written
* Strong sense of initiative and ability to make decisions
* Strong sense of customer service
* Ability to work with a minimum of supervision

**Salary:** Commensurate with experience. Position includes generous staff discount at Coast Mountain Sports, Hougen's SportsLodge and Sports Experts and opportunity for medical/dental insurance.

Please apply with cover letter, resume and references to:

Jason Gendron, General Manager, careers@tsgyukon.com