**ROLES AND RESPONSIBILITIES OF IT CATEGORY BUYER**

[An IT Category Buyer is responsible for providing support to the procurement manager and wider category team in delivering against procurement & supply chain strategies for a specific spend category and business areas1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank). The following are some of the duties and responsibilities of an IT Category Buyer:

* [Develop merchandise and build line structure, which supports the company’s all-channel marketing plans (Catalogue, Retail, Internet) and fulfills the corporate guidelines re opportunities for Good/Better/best, trade up philosophy, value strategy, seasonal/continuous/fashion blend, product exclusivity, first to market, and innovative product1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Execute private label product development and select branded merchandise to support financial goals](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Develop a merchandising strategy and plan for the shop, consistent with the corporate merchandising strategy product excellence, destination and complementary businesses and vendor rationalization](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Respond to product and brand priorities as established by General Merchandise Manager to support competitive advantage and productivity1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Source the product (consistent with the company’s corporate sourcing strategy for domestic and imports) and negotiate with suppliers the best possible terms and conditions to achieve business goals1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Accountable for detailed accuracy and completeness of product information required for item set-up (EIW)1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Carry out regular supplier review meetings with key IT providers1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Lead commercial negotiations with the related suppliers1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Work with the Marketing & Merchandising team to procure Retail fixtures/POS/POP material/ marketing services, to support the Sales and Marketing strategy1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).

**IT category manager roles and responsibilities**

An **IT Category Manager** is responsible for managing a specific group or category of products within a company. [They analyze industry and consumer trends, develop strategies, and oversee pricing, promotion, and product range management to maximize sales and profitability1](https://resources.workable.com/category-manager-job-description" \t "https://www.bing.com/_blank). The following are some of the duties and responsibilities of an IT Category Manager:

* Analyzing data or insights to determine industry and consumer trends.
* Devising long-term development strategies for product categories.
* Developing exit strategies for unsuccessful products.
* Foster trust relationships with vendors to achieve better pricing and quality of services.
* Place appropriate orders to ensure product availability that meets consumer demands.
* Determine the positioning of a product category to maximize visibility.

An excellent Category Manager must have extensive experience in understanding consumer needs and the retail environment. They must have a commercial mindset and full comprehension of marketing and sales principles. Exceptional communication skills are also key for Category Managers. [The goal is to increase sales and profitability of business to drive sustainable growth1](https://resources.workable.com/category-manager-job-description" \t "https://www.bing.com/_blank).

**category buyer responsibilities**

[The IT Category Buyer is responsible for providing support to the procurement manager and wider category team in delivering against procurement & supply chain strategies for a specific spend category and business areas1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank). Some of the duties and responsibilities of an IT Category Buyer include:

* [Developing merchandise and building line structure that supports the company’s all-channel marketing plans (Catalogue, Retail, Internet) and fulfills the corporate guidelines re opportunities for Good/Better/best, trade up philosophy, value strategy, seasonal/continuous/fashion blend, product exclusivity, first to market, and innovative product1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Executing private label product development and selecting branded merchandise to support financial goals](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Developing a merchandising strategy and plan for the shop, consistent with the corporate merchandising strategy product excellence, destination and complementary businesses and vendor rationalization](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Responding to product and brand priorities as established by General Merchandise Manager to support competitive advantage and productivity](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Sourcing the product (consistent with the company’s corporate sourcing strategy for domestic and imports) and negotiating with suppliers the best possible terms and conditions to achieve business goals](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Being accountable for detailed accuracy and completeness of product information required for item set-up (EIW)](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Carrying out regular supplier review meetings with key IT providers](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Leading commercial negotiations with the related suppliers](https://www.velvetjobs.com/job-descriptions/category-buyer)[1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).
* [Working with the Marketing & Merchandising team to procure Retail fixtures/POS/POP material/ marketing services, to support the Sales and Marketing strategy1](https://www.velvetjobs.com/job-descriptions/category-buyer" \t "https://www.bing.com/_blank).

**how to write resume for category buyer role**

1. Start with a header that includes your name, contact information, and professional summary.
2. In the professional summary, highlight your experience and skills that are relevant to the job description.
3. List your work experience in reverse chronological order, starting with the most recent job. For each job, include the job title, company name, employment dates, and a list of your responsibilities and accomplishments.
4. List your education, including the degree earned, the institution attended, and the graduation date.
5. Include any relevant certifications or training programs you have completed.
6. List your skills, including both hard and soft skills that are relevant to the job description.
7. Proofread your resume for spelling and grammar errors.

When writing your resume, make sure to tailor it to the specific job description and company you are applying to. Highlight your experience and skills that match the requirements of the job, and use keywords from the job description to make your resume stand out. Good luck with your job search!

**skills of a category buyer**

* [Monitoring supplier performance: This skill helps to direct and make decisions for procurement1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Great cost reduction strategies: It’s important for buyers to have the hard skill of great cost reduction strategies1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Strong customer service skills: Buyers should have strong customer service skills above all else1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Attention to detail: Buyers need to ensure that orders are accurate, so great attention to detail is crucial1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Analyzing data or insights: To determine industry and consumer trends1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Devising long-term development strategies: For product categories1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Fostering trust relationships with vendors: To achieve better pricing and quality of services1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Placing appropriate orders: To ensure product availability that meets consumer demands1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Determining the positioning of a product category: To maximize visibility2](https://resumeworded.com/buyer-resume-examples" \t "https://www.bing.com/_blank).

**soft skills of a category buyer**

* [Strong customer service skills: Buyers should have strong customer service skills above all else1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Attention to detail: Buyers need to ensure that orders are accurate, so great attention to detail is crucial1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Communication skills: Buyers must be able to communicate effectively with suppliers and other stakeholders2](https://una.com/resources/article/6-procurement-skills-every-sourcing-hero-needs/" \t "https://www.bing.com/_blank).
* [Negotiation skills: Buyers must be able to negotiate effectively with suppliers to get the best possible terms and conditions1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Analytical skills: Buyers must be able to analyze data and make informed decisions2](https://una.com/resources/article/6-procurement-skills-every-sourcing-hero-needs/" \t "https://www.bing.com/_blank).
* [Problem-solving skills: Buyers must be able to identify and solve problems that arise during the procurement process2](https://una.com/resources/article/6-procurement-skills-every-sourcing-hero-needs/" \t "https://www.bing.com/_blank).
* [Time management skills: Buyers must be able to manage their time effectively to meet deadlines2](https://una.com/resources/article/6-procurement-skills-every-sourcing-hero-needs/" \t "https://www.bing.com/_blank).
* [Teamwork skills: Buyers must be able to work effectively as part of a team](https://www.zippia.com/buyer-jobs/skills/)[2](https://una.com/resources/article/6-procurement-skills-every-sourcing-hero-needs/" \t "https://www.bing.com/_blank).

**hard skills of a category buyer**

* [Purchasing: The ability to purchase goods and services from suppliers1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Procurement: The ability to procure goods and services from suppliers1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Strategic Sourcing: The ability to develop and implement sourcing strategies that align with business objectives1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Supply Chain Management: The ability to manage the flow of goods and services from suppliers to customers1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Supplier Negotiation: The ability to negotiate with suppliers to obtain the best possible terms and conditions1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Supplier Relationship Management: The ability to manage relationships with suppliers to ensure that they meet business requirements1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Supply Management: The ability to manage the supply of goods and services to meet business requirements1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Contract Negotiation: The ability to negotiate contracts with suppliers to obtain the best possible terms and conditions1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Cost Reduction: The ability to reduce costs associated with the procurement of goods and services1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).
* [Inventory Management: The ability to manage inventory levels to ensure that goods and services are available when needed](https://resumeworded.com/skills-and-keywords/category-buyer-skills)[1](https://resumeworded.com/skills-and-keywords/category-buyer-skills" \t "https://www.bing.com/_blank).

**how to write resume for category buyer role**

[Full Name]

[Address]

[Phone Number]

[Email Address]

Professional Summary:

[Number of years] of experience in procurement and supply chain management. Skilled in strategic sourcing, supplier negotiation, and cost reduction strategies. Strong customer service skills and attention to detail.

Work Experience:

[Job Title], [Company Name], [Employment Dates]

- Developed merchandise and built line structure that supported the company's all-channel marketing plans (Catalogue, Retail, Internet) and fulfilled the corporate guidelines re opportunities for Good/Better/best, trade up philosophy, value strategy, seasonal/continuous/fashion blend, product exclusivity, first to market, and innovative product.

- Executed private label product development and selected branded merchandise to support financial goals.

- Developed a merchandising strategy and plan for the shop, consistent with the corporate merchandising strategy product excellence, destination and complementary businesses and vendor rationalization.

- Responded to product and brand priorities as established by General Merchandise Manager to support competitive advantage and productivity.

- Sourced the product (consistent with the company's corporate sourcing strategy for domestic and imports) and negotiated with suppliers the best possible terms and conditions to achieve business goals.

- Accountable for detailed accuracy and completeness of product information required for item set-up (EIW).

- Carried out regular supplier review meetings with key IT providers.

- Led commercial negotiations with the related suppliers.

- Worked with the Marketing & Merchandising team to procure Retail fixtures/POS/POP material/ marketing services, to support the Sales and Marketing strategy.

Education:

[Bachelor's Degree], [Institution Name], [Graduation Date]

Skills:

- Strategic Sourcing

- Supplier Negotiation

- Cost Reduction Strategies

- Supply Chain Management

- Supplier Relationship Management

- Contract Negotiation

- Inventory Management

Certifications:

[Certification Name], [Issuing Organization], [Date]

**What are some examples of skills that a Category Buyer should have?**

A **Category Buyer** should have a combination of **hard skills** and **soft skills**. Some of the **hard skills** that a Category Buyer should have include:

* [Purchasing: The ability to purchase goods and services from suppliers1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Procurement: The ability to procure goods and services from suppliers1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
* [Strategic Sourcing: The ability to develop and implement sourcing strategies that align with business objectives1](https://www.zippia.com/buyer-jobs/skills/" \t "https://www.bing.com/_blank).
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