

**The Butchart Gardens is looking for an individual to fill the following position:**

**DEPARTMENT: SEED & GIFT STORE**

**POSITION: BUYER**

This is a unique opportunity to share your passion for retail at one of the world's preeminent attractions. We are looking for a creative and motivated Gift Store Buyer to source new and review existing merchandise in order to grow sales and maximize profits.

**Through the year, buyers are responsible for:**

- Monitoring GP levels with a view to increasing profits:
- Manage inventory levels/selection for each of our 5 seasons
- Identify consumer trends and research new product through internet searches, trade magazines and trade shows; following current trends and anticipating changes in the market
- Attend trade shows to select and assemble new collections of products 2 to 3 times per year as well as day trips to the mainland (valid passport is required)
- Communicate product information and procedures to front line staff via regular product knowledge sessions
- Partner with buying team to run analyses and prepare selling hind sights on weekly, monthly quarterly, seasonal basis in order to help identify opportunities in the assortment
- Collaborate with management in the development and execution of merchandising and promotional strategies.
- Ensure strategic merchandising for ease of visitor selection
- Identify and meet with suitable suppliers/manufactures/artists and build strong long lasting vendor relationships
- Negotiate terms, pricing, quantities and delivery with suppliers
- Prepare purchase orders, receiving reports and reconcile invoices for payment
- Floor sales and cashiering required during busy times to meet the needs of the business. This may require night and weekend shifts
- Facilitate product demonstrations for staff and promotional events for our visitors
- Assist in preparing and participating in our year-end inventory

**The following qualifications are desirable:**

- Proficiency in MS Office – Outlook, Word with a high level of Excel
- Use of previous inventory management program
- Mastery of retail mathematics, Open to Buy, forecasting and cost control skills
- Strong, creative merchandising skills, understanding the importance of display in influencing sales
- Knowledge of Shopify online sales program an asset
- Minimum 3-years' experience in retail in a similar role or in a management position - preferably gift or tourist based

This is a full-time, year-round position starting from \$29.69/ per hour. We offer a comprehensive benefit package, 3 weeks' vacation (***plus an additional 2 weeks paid staff holiday during The Gardens closure each year***), following a successful six-month probation period. Hours of operation, travel and shift work require flexibility in work schedules and duties. We will be accepting application until the successful candidate is found. To be considered for this great opportunity, please send resume and cover letter to:

The Human Resources Department, The Butchart Gardens Ltd. 800 Benvenuto Avenue, Brentwood Bay BC, V8M 1J8 or email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com) or Fax: 250-544-4455

***We sincerely thank all those who apply, however, only those short-listed will be contacted.  
Please note all candidates must have a valid work permit or be legally eligible to work in Canada.***