

ASSISTANT BUYER I

About Ross Stores:

Ross Stores, Inc. is an S&P 500, Fortune 500 and Nasdaq 100 (ROST) Company headquartered in Dublin, California, with fiscal 2017 revenues of \$14.1 billion. The Company operates Ross Dress for Less® (“Ross”), the largest off-price apparel and home fashion chain in the United States with 1,409 locations in 37 states, the District of Columbia and Guam. The Company also operates 213 dd’s DISCOUNTS® locations in 16 states that feature a more moderately-priced assortment of first-quality, in-season, name brand apparel, accessories, footwear and home fashions for the entire family at everyday savings.

The company’s merchandise mix and assortments are constantly evolving as merchants and planners focus on what customers want to buy and respond by delivering great discounts on a wider variety of name brand merchandise. With its solid management team, proven off-price concept, strong cash flow and return on equity, Ross is ideally positioned to successfully execute its growth strategies.

At Ross you will find:

- A career that fits you
- Teamwork
- Amazing culture and people
- Big company with a family feeling
- Customer focus

Are you ready for the next big move in your career? We look forward to hearing from you!

The culture demands hands-on, close engagement at all levels, and the ability to think and act strategically. Within this culture, there are many opportunities to attain and even exceed personal goals quickly while partnering with professionals across multiple categories. This creates a win-win culture with a rigorous standard of performance for everyone.

Structured for growth and profitability, individuals are measured on performance rather than process. What this yields is an environment that is invigorating and offers a clear, compelling reward system for the team.

Additional information is available at:

www.rossstores.com

www.dddiscounts.com

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About this job:

The Assistant Buyer is responsible for assisting the buying team in advancing the business while developing merchant skills, learning key business processes, and providing operational support to their Buyer.

Responsibilities:

- Performs the administrative and operational functions supporting the buying team, including purchase order management and administration.
- Provides basic analysis and interpretation of key business data and reporting as directed by their Buyer including the monitoring of regional merchandise reports, Open-To-Buy, stock analysis and other ad hoc reports.
- Develops effective relationships with vendors and appropriately interacts with them to follow up on open business issues as directed by their Buyer.
- Begins to effectively utilize the merchandising systems and understand warehouse process.
- Demonstrates basic product knowledge through sharing information with Buyer as a result of competitive shopping, shopping Ross Stores, and the market.
- Develops product knowledge to take the initiative to suggest new resources and creative methods of sourcing product in close partnership with Buyer.
- Ensures timely delivery of merchandise through communication with Buyer, merchant teams, and external vendors.
- Supports Buyers in preparation of key business meetings (i.e. vendor appointments, style-outs, assortment planning).

Desired Skills and Qualifications:

- Bachelor's degree required
- Strong retail math skills
- Strong organizational skills and attention to detail
- Highly effective written and verbal communication
- Strong PC/Microsoft Office skills, with an emphasis on Excel spreadsheet application