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**SB**

**INDUSTRY STANDARD OF THE  
PEOPLE'S REPUBLIC OF CHINA**

**SB/T 10705-2012**

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**General requirements for retail buyer job skills  
(English Translation)**

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### Foreword

This standard and SB/T 10704-2012 "General requirements for job skills of retailers", SB/T 10512.1-2008 "Retail industry basis Level Job Skills Requirements Salesperson, SB/T 10512.2-2008 "Requirements for Recruitment in Grassroots Jobs in Retail Industry", SB/T 10512.3-2008 "Responsible Skills for Grassroots Jobs in Retail Industry", SB/T 10512.4-2008 "Requirements for Freshmen in the Retail Industry "Work", SB/T 10512.5-2008 "Requirements for Cashiers in the Grassroots Jobs in the Retail Industry", SB/T 10512.6-2010 Skills require the receptionist at the front desk, SB/T 10568-2010 "General requirements for the post skills of chain store managers", etc.

Industry trade series industry standards required by job skills.

This standard was drafted in accordance with the rules given in GB/T 1.1-2009.

This standard is proposed and managed by the Ministry of Commerce of the People's Republic of China.

This standard is drafted and explained by Shenzhen Retail Business Association and Shenzhen Chain Management Association.

This standard is mainly drafted by. Shenzhen Retail Business Association, Shenzhen Chain Management Association, China Resources Vanguard Co., Ltd., Xinyijia Supermarket Co., Ltd., Wal-Mart (China) Investment Co., Ltd.

## Introduction

With the rapid expansion of retail chains and increasingly fierce market competition, many companies have begun to pay attention to cultivating their own buyers, but they lack Corresponding industry buyer's standards and instructional materials, the company lacks standardized training and assessment mechanism for procurement personnel, and it is difficult to measure the trueness of buyers.

The purchasing power and quality of the company have also resulted in relatively weak procurement links, and at the same time, due to the uneven demand for procurement positions by various enterprises, Recruitment, evaluation, and assessment work costs are rising, and it is difficult to adapt to the needs of industry development.

This standard is based on the general requirements of the job skills and professional knowledge that the retail industry enterprises should have in order to integrate the different industries.

The status quo and development requirements of the common characteristics of the procurement positions of the state and the industry.

This standard is one of the series of standards for retail buyer positions, including but not limited to. general requirements for retail buyer skills Seeking, procurement of different categories of goods, different formats, industry professionals, professional skills requirements.

General requirements for job skills of retail buyers

## 1 Scope

This standard stipulates the basic requirements, job responsibilities, professional qualities and general routine work requirements of retail buyers.

For training, assessment and certificate issuance.

This standard applies to the professional quality assessment and vocational training of buyers in the retail industry.

## 2 Terms and definitions

The following terms and definitions apply to this document.

Buyer buyer

The retail company is responsible for the implementation of the procurement of goods.

Professional quality professionalqualities the comprehensive expression of the basic quality, professional knowledge and technical ability of the buyer.

### **3.1 Education**

Should have a college degree or above, have a certain level of English and oral communication skills.

### **3.2 Work experience**

Should have more than 1 year of retail work experience.

### **3.3 Professional conduct**

No industry record, no criminal record, integrity,, strict compliance with national laws and regulations and corporate rules and regulations.

### **3.4 Body**

Should be healthy, visual, normal hearing, color perception, smell, touch and other keen.

## **4 Job responsibilities**

### **4.1**

Responsible for the collection of procurement information for the company's designated categories of goods.

### **4.2**

Responsible for the preparation of procurement plans for designated categories of goods.

### **4.3**

Responsible for conducting market surveys of designated categories of goods and preparing survey reports.

### **4.4**

Responsible for selecting suppliers of designated categories of goods.

### **4.5**

Responsible for selecting suitable products that meet the national and corporate quality requirements for procurement operations.

### **4.6**

Responsible for signing and fulfilling the procurement contract on behalf of the company.