

## Summer 2025 Assistant Buyer Intern – New York or Los Angeles

### About Ross Stores, Inc.

#### **Our values start with our people, join a team that values you!**

We are the nation's largest off-price retailer with over 2,100 stores, and a strong track record of success and growth. Our focus has always been bringing our customers a constant stream of high-quality brands and on-trend merchandise at extraordinary savings, all while providing a fun and exciting treasure hunt experience.

As part of our team, you will experience:

- **Success.** Our winning team pursues excellence while learning and evolving
- **Career growth.** We develop industry leading talent because Ross grows when our people grow
- **Teamwork.** We work together to solve the hard problems and find the right solution
- **Our commitment to Diversity, Equality & Inclusion, and our community.** We celebrate the backgrounds, identities, and ideas of those who work and shop with us because our differences make us stronger. We strive to be a positive force in our community.

We have 3 buying offices in key markets in **New York City & Los Angeles**, where these roles are based, as well as Boston. Our Corporate headquarters are in Dublin, CA. We 7 distribution centers nationwide. With 2023 revenues of \$20.4 billion, we are a Fortune 500 company who is committed to providing an inclusive work environment with continuous learning opportunities and development for our teams.

Come see what's in store: <https://jobs.rossstores.com/creative/about>

### About this opportunity...

As an intern, you will work with our expert buying team. You'll gain hands-on experience and learn what it takes to buy brands customers want at great values. You'll be challenged to generate meaningful business ideas, culminating in a final project which you will present to senior management. Throughout the internship, you'll gain a taste for the culture of the company, all while having fun and learning about yourself. As an additional goal, there are many future full-time opportunities that await interns upon successful completion of the internship. Follow us on Instagram @RossOnCampus to see more!

The hourly rate for this position is \$22.00.

### **Assistant Buyer Intern**

- Perform the administrative & operational functions supporting a designated buyer. Handle purchase order management and administration as well as processing markdowns. This includes writing orders, changes, cancellations and necessary follow-up (both internally and externally) to ensure key shipments are delivered and processed.
- Analyze and interpret key business issues as directed by supervisor including the monitoring of regional merchandise reports, Open-to-Buy monitoring, and stock analysis.
- Develop effective relationships with vendors. This includes appropriate level of interaction with vendors in terms of both problem resolution and follow-up.

- Demonstrate the ability to effectively utilize the merchandising systems and understand warehouse processes. Includes utilizing systems and preparation of reporting to allow for interpretation of the business.
- Demonstrate product knowledge through sharing information with buyer as a result of competitive shopping, shopping Ross Stores, and the market.

#### What you bring to the table...

- A desire to learn, grow and engage
- A team player attitude
- A drive for results
- A passion for product and an interest in weaving a story out of numbers!

#### Who you are...

- You are organized and pay attention to detail
- You are a strong communicator
- You understand retail math and have strong analytical skills
- You are proficient in Excel and familiar with MS Office
- You graduate between **August 2025 – May 2026**
- You are available to work the **full program, Monday – Friday, during traditional business hours**

**The Internship will take place from Monday, June 2<sup>nd</sup> thru Friday, July 25<sup>th</sup>, 2025.**

#### Perks and Benefits of joining our team...

Our Associates are at the heart of everything we do and we're proud to offer a range of benefits that reflect how much we value their contributions. Here's a peek into what you can expect as an eligible Ross Associate:

- A broad range of affordable health insurance options\*\*, 401(k) with employer match\*\*, life insurance\*\*
- Ample PTO, paid holidays, and Summer Fridays, as well as the opportunity to purchase additional vacation\*\*
- Employee stock purchase plan\*\*
- Charitable donations matched by Ross Stores Foundation
- Enhanced maternity and bonding leaves with 100% income replacement\*\*
- Parent support programs
- And more....

\*\* -- eligibility may vary based on level and tenure, subject to change

At Ross & dd's we care about our Associates and the communities we serve. We are committed to building diverse teams and an inclusive culture that respects, values and celebrates the diversity of backgrounds, identities, and ideas of those who work and shop with us.