



### **Job purpose**

Support achieving sales targets through managing the flow of stock and effective distribution of stock to stores. Monitor category and store sales, manage and resolve store queries and build key relationships with the distribution teams.

Conduct analysis of allocation and replenishment reports and recommend actions to the Senior Allocator to improve in stock availability and individual store performance.

### **Position in the organisation**

Reports to the Senior Allocator and works within a team of allocators to support the merchandising function.

### **Result fields**

#### **Allocation and Replenishment**

- Under the guidance of the Senior Allocator plan allocation and replenishment criteria based on store capacity, seasonality, min/max, on sale weeks, sales curves etc.
- Set up the correct replenishment parameters to maximise the automated replenishment system and minimise manual intervention. Understand in depth the A&R algorithms and their 'likely' impact on replenishments.
- Allocate initial stocks to stores based on the range plan and recommend actions for any stock issues
- Prepare and regularly update allocation parameters to reflect current and future trading patterns
- Build and manage stock levels to take advantage of and profitably exit seasonal/ event trading peaks
- Manage out of stocks/stock shortages to maximise sell thru
- Coordinate the flow of information and build strong relationships with stores to deliver commercial insights into specific stores
- Plan and allocate any new store / new category builds
- Recommend changes and/or enhancements to the current procedures and systems for the A&R functions

#### **Stock Control**

- Set up, manage and maintain merchandising data to ensure data integrity and product availability and delivery of:-
  - Delivery Schedule
  - Product hierarchy and Attribute set up
  - Promotional analysis
- Forecast 'Never out of stock' products ensuring sales forecasts and stock levels are kept within required levels.
- Keep the allocation and replenishment system up to date, resolving negative stocks and stock discrepancies
- Ensure the delivery schedule is managed through the maintenance of due dates, flagging of slippages, and being proactive in the management of issues

- Liaise with Buying team and DC to ensure stock flows are maintained to delivery plan and any issues communicated to the Distribution coordinator.
- Conduct periodic reviews to ensure that buy quantities and stock levels meet current sales trends

### **Performance analysis**

- Produce store analysis for weekly trading pack and to support trading decisions, projects and initiatives and store planning
- Implement allocation plans by store based on weekly trading decisions
- Monitor store performance and recommend actions to the Senior Allocator to improve in stock availability and trading.
- Provide information and analysis to assess levels of slow moving stock and work with the Merchandising team on creating action plans to resolve
- Produce size analysis and propose actions to Senior Allocator
- Communicate store and product feedback to assist Buying & Merchandising team in future Range Planning and to influence future buys
- Produce analysis at the end of a season to inform:
  - Colour performance and trends
  - Size performance and trends
  - Price point performance
  - Silhouette and product type
  - Category performance and product highlights

### **Business Admin**

- Support the Merchandising and Buying team in administrative duties to include keeping files and records as appropriate and updating and distributing reports
- Maintain store allocation parameters on the system
- Produce accurate weekly bulletin content for stores-product launches, OOS, new lines etc
- Produce information for store bulletins and e mails

### **Job requirements**

#### **Knowledge and experience.**

- Good standard of education, ideally in a business related, numerical or analytical degree.
- Retail experience either within stores or a retail office.
- Experience in administration and data base management.
- Shows interest in product and retail.
- Proven analytical and good problem solving skills.
- Highly numerate and data rational.
- Interprets figures with ease and competent in all Microsoft Office applications with good Excel skills.
- Good command of written and spoken English.
- Good planning and organizational skills. Thorough and accurate with good attention to detail. Ability to juggle and prioritise tasks to meet business objectives in a fast paced complex environment.
- Affinity with (sports) fashion

**Personal skills**

- Teamwork
- Proactive
- Stress resistance
- Written and verbal communication
- Accuracy
- Problem analysis
- Presentation Skills
- Articulate with good interpersonal skills. Can do attitude. Demonstrates ability to communicate confidently and effectively in group situations.

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