



Roberta Roller Rabbit
by ROBERTA FREYMAN

POSITION: ALLOCATOR
REPORTS TO: Merchandise Planner
ORGANIZATION: Roberta Roller Rabbit
LOCATION: New York, NY

JOB DESCRIPTION

Allocates merchandise to stores based on store sales, receipts and inventory plans and manages store inventory levels to maximize sales, gross margin, and inventory turn.

KEY RESPONSIBILITIES

The Merchandise Allocator is responsible for allocation, business analysis, assortment planning, store planning, and merchandise logistics supporting company financial objectives.

Allocation

- Allocate merchandise to the stores based on the store's plans and/or style selling.
- Monitor open to ship by class for each store to determine additional store needs or stock imbalances.
- Manage purchase order from initial allocation through end of life cycle of merchandise, including replenishment and consolidation of goods to other stores or channels.
- Take ownership of warehouse inventory and aged inventory by door. Be aware and highlight any shipping issues that may affect business.

Business Analysis

- Provide crucial support to the merchandising & planning team by taking an active role in analyzing sales trends, monitoring deliveries and maintaining stock levels.
- Evaluate and analyze business to the lowest level to identify and elevate opportunities in sales and inventory.
- Perform weekly analysis of sales and inventory position of key basic (replenishment) items and communicate needs to team

Store Planning

- Build opening assortments for new stores. Monitor flow of receipts being held for store to ensure planning inventory levels are being met.
- Work with cross-functional teams to ensure timely and accurate execution of new store openings.

Qualifications:

Minimum 1-2 years of experience

Bachelor's Degree

Clear knowledge and understanding of retail math, key performance indicators and elements that drive retail profitability.

Strong analytical skills with excel spreadsheet application.

Action oriented, ability to prioritize and multitask a high-volume workload.

Ready to work within a dynamic team environment.

Good communication skills including the ability to partner and strategize with cross-functional partners.

Must be flexible to adapt to changing trends of the business.