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# Example of Allocation Analyst Job Description

Our company is growing rapidly and is hiring for an allocation analyst. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for allocation analyst

* Minimum of 2 years experience in retail allocation, store planning or related field
* Advanced working knowledge of MS Excel and PowerPoint
* Continuously analyze and manage department/class/sku inventory levels at both distribution and store levels
* Responsible for developing and executing allocation and replenishment strategies using Evant and Allocation to set the quantities to ship from vendor to DC, vendor direct, cross-dock, DC to store replenishment and allocation orders
* Assists with the development and execution of assortment and inventory strategies for the category for all channels, including key decisions surrounding parameters for Direct Channel reserve inventory and retail store inventory analysis
* Ensure product is allocated appropriately to support marketing initiatives
* Manage inventory including consolidations and replenishment out of the Distribution Centre
* Manage in a timely manner, repeat shipments from the Distribution Centre to stores
* Execute consolidations to maximize sell-thru
* Ensure RTVs are executed and monitored to ensure the process has been completed per timeline provided by the Merchant Team

## Qualifications for allocation analyst

* MMS, Arthur Allocation and/or E3 experience a plus
* Bachelor's degree or equivalent work experience in Finance, Accounting or related field required
* Support allocation, distribution, and communication process for ECM transactions
* Liaise between the team and various business units (incl
* Serve as contact to the team and Private Wealth Advisor teams to help manage the ECM portion of their business
* Analyze/model data for internal reporting and downstream processes