



## Example of Allocator Job Description

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Our growing company is searching for experienced candidates for the position of allocator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for allocator

- In partnership with the Manager of Allocation, drive specific L2 area of the business to ensure maximisation of sales, inventory & stock turn, at combination level
- Produce weekly analysis reports for specific L2, to identify potential out of stocks, size imbalances and areas of opportunity at combination level, and proactively react and communicate to relevant teams
- Produce weekly capacity reports to aid the identification of potential opportunities and risks, based on Visio plans and stock flow
- Implements specific geographical location weekly store feedback, to ensure store requests are potentialised where possible in line with HUB availability
- Implements the creation, analysis, execution and communication of monthly floorset launches for specific geographical location, in line with predefined Allocation strategy
- Implements the consolidation process for specific geographical location, to ensure all instructed product is removed from stores within the set time frame
- Implements & coordinate new store packages in line with the Merchant ranging, Visio plans and store delivery requests
- Develop and build strong relationships with key interfaces for L2 and geographical locations – Merchants, Planners, Operations, Logistics, Regional Directors and store managers
- Strive to educate key interfaces about the Allocation function and constantly look for opportunities to enhance current working practices

## Qualifications for allocator

- Supports the Manager of Allocation with the achievements of the Allocation strategies
- Contributes to the establishment of an environment that promotes cross Allocation L2 communication and collaboration
- Actively promotes the Allocation function to the wider teams
- Allocate appropriate stock to stores by monitoring sales and set inventory target
- Monitoring sales and inventory held in store, and suggest the change of price for slow selling lines to Merchandising team to minimise the end of season carry over of stock
- Monitor Assortment creation done by Merchandising team and request the change accordingly to maximise efficiency of allocation