



# Example of Allocator Job Description

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Our company is hiring for an allocator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for allocator

- Update stock target of individual stores according to store requests
- Create and communicate all required reports
- Liaising with all internal customers and partners to establish needs
- File all relevant documentation
- Visit stores on a regular basis to understand site specific opportunities
- Perform in season replenishment to stores to maximize sales and inventory turn goals
- Collaborate with buyer during monthly allocation meetings to review allocation of new product
- Analyze and understand store size selling patterns in order to distribute product efficiently by size
- Develop and execute initial allocations and replenishment to existing stores and new store openings, based on sales trends, fixture capacity/presentations, and basic stock replenishment at the style/color size level
- Track allocations from the Distribution Centers to stores

## Qualifications for allocator

- Patient, analytical, numerate and accurate with good attention to detail
- PC literate with some understanding of MS Systems including EXCEL
- Enjoys numerical tasks

- Good written and oral communication skills with the ability to build and maintain relationships at all levels of the business
- Provide mentorship to the team, serving as a point person for questions and to provide best practices