



Example of Allocator Job Description

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Our growing company is looking for an allocator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for allocator

- Make recommendations for improving existing tools and processes
- Meet or exceed sales, inventory and sell through goals
- Communicate with stores, DC's, franchisees, and vendors to troubleshoot issues and respond to field concerns
- Monitor vendor fill rates and follow up where necessary
- Create weekly recap reports in support of senior management meetings
- Analyze weekly by location sales and inventory levels including evaluation of seasonal set ups, clearance levels and aged inventory
- Analyze store performance against Regional/District customer profiles, promotional events and seasonal opportunities
- Allocates merchandise daily/weekly at the sku/style level across all stores and channels to ensure stores are at optimal inventory levels and presentation standards are met to drive sales
- Manages flow of new and back stock merchandise through collaboration with buying team, planner and warehouse
- Set weekly allocation flow targets by category based on sales and receipt forecasts

Qualifications for allocator

- Able to deliver strong and thorough presentations, clearly identify business issues, strategies and decisions to Sr

influence outcomes

- The ability to think strategically, synthesize data, identify trends and recommend viable solutions
- Must possess allocation experience, be proficient in Excel, be detail oriented, and able to multi-task in a fast paced, dynamic environment
- Basic MS Access / data query tool skills
- Execute inventory transfers or stock balancing/consolidation between boutiques as needed and ensures execution