



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

- Forecast weekly sales, inventory and receipt flow levels for key categories and/or basic items where applicable
- Review assortment with merchant team on a monthly basis coordinates visual “big picture”
- Perform Pre-and Post-Season analytics to uncover opportunities and risks that supplement Merchandise Planner class level and department forecast/plans
- Sets unit targets for new store target capacities for store openings
- Visits stores monthly to review in store presentation and set ups
- Perform size analysis where applicable to make suggestions for optimal pack size distribution
- Assist in the analysis to confirm future demand for each channel with future purchases on a monthly basis
- Be administrator of the systematic allocation tool to optimize demand calculations weekly to ensure proper seasonal factors/curves tuning of the forecast for best business results
- Use inputs from sizing team and historical performance to update / maintain allocation parameters to optimize store/door sell through
- Execute allocation strategies to optimize inventory—including new store assortments and replenishment

Qualifications for allocator

- Four or more years prior experience in merchandise planning , store planning or allocation
- JDA Allocations a plus
- Work in strong connection with the Key Account planner to develop strategy that support partner's and LS&Co profitability
- Support the deployment of project with the partner that can improve allocation (ie cross-docking, data quality check)
- Minimum 2 years retail or apparel experience, preferably in allocation or planning
- Partnering with buying and planning team to ensure proper merchandise assortment by door