



## Example of Assistant Planner Job Description

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Our company is looking to fill the role of assistant planner. 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 assistant planner

- Accountable for supporting the Planner and Division with financial analysis and strategic input to other key business objectives
- Ensure pre-order business
- Maintain reporting for Return for fit, Problem order rates, damage rate, to be shared with the fashion team on a weekly basis
- Ad Hoc reporting to analyze the business to drive sales opportunities and identify liabilities to address
- Develop paid search strategy to satisfy and exceed business goals
- Collaborate across digital planning teams for cross-channel, integrated marketing solutions
- Create and manage campaign operations designed around client objectives
- Campaign budget management and bid optimization
- Analyze performance and build client optimization recommendations on a regular basis
- ROI goals

### Qualifications for assistant planner

- Great Math skills
- Degree-educated with proven experience gained in the Retail industry with E-commerce preferred and/or exposure to Merchandising, Buying and Inbound warehouse functions

- A great communicator who genuinely enjoys working with others and responds to queries in a timely manner
- Comfortable working with a global team in separate offices and time zones