



## Example of Assistant Planner Job Description

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Our growing company is looking to fill the role of assistant planner. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

### Responsibilities for assistant planner

- Cross tier and regional integration
- Multiple device search (desktop, mobile, tablet)
- Build and execute keyword and message test plans
- Work with engine and technology partners to identify process efficiencies and new communication opportunities
- Work with Production in the placing of buys in tandem with Sales and customer demand
- Handle Assortment planning
- Assist in running of weekly reports, analyze to identify trends, communicate chase opportunities to sales team and partner as necessary with production to ensure delivery
- Partner with International Sales team to understand the specific needs and business trends of this channel
- The Upload Team sits within the Merchandising team and is responsible for providing visibility of uploadable product to the wider business, particularly Buying, Merchandising, Distribution, Personal Shopping, Marketing, and Press
- Using in-house stock and management systems, the upload team creates, allocates product to, and manages the product lists which determine workload for all teams involved

### Qualifications for assistant planner

- A self-starter who is process and results-driven with a genuine interest in Retail Operations, Merchandising and Warehouse operations
- Intermediate proficiency in Microsoft Excel required for reporting and data formatting, including v-lookups and pivot tables
- General knowledge of retail math, including return on investments, gross margin, initial markup, is a plus
- Google AdWords, Bing Ads
- Search optimization platform technology