



# Example of Associate Planner Job Description

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Our innovative and growing company is searching for experienced candidates for the position of associate planner. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for associate planner

- Maintain SKU level forecasts that are updated monthly or more frequently based on needs of the business, inclusive of units, sales dollars, and margin
- Identify trend changes and impacts to business
- Communicate openly and directly
- Analyze forecast accuracy & bias, develop enhancements to improve results, test, document and re-cycle continuously
- Manage order flow in cooperation with the warehouse team based on order movements, cancellations
- Review with the buyer and approve department quarterly buys at retail, cost, and units, to ensure that assortment ties back to financial goals
- Manage inventory flow on fashion receipts
- Develop size curve and pre-pack definitions
- Collaborating among the team and determining obstacles or constraints, performing activities to prepare finished goods for shipment as needed, create corresponding paperwork and certifications of compliance
- Performs demand analysis and forecast

## Qualifications for associate planner

- Ability to synthesize large quantities of data and complex operational processes to develop actionable recommendations
- Ability to collaborate with field counterparts while evaluating complex inventory management decisions

- Quantify risk and opportunities and making recommendations to cross-functional teams and management
- A Bachelor's Degree from a four-year college in Retail Merchandising or related field
- Knowledge of planning systems and analytically sound