



Example of Associate Planner Job Description

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Our growing company is looking to fill the role of associate planner. 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 associate planner

- Work with supplier (and sub tier if required) to ensure constant flow of product to support customer orders
- Generate all weekly planning reports with top level analysis for weekly business review and communicate findings with buying counterparts
- Develop and execute initial allocation and replenishment of product to all stores detailed in the buy plans, taking into account store capacity, demand, seasonality and product life cycles
- Manage replenishment within standards and proactively make adjustments based on sales trends, seasonality factors, visual merchandising strategies, and business needs
- Work closely with buying team to communicate inventory plans, reorders, and budgets
- Track on order inventory, shipping, and sales performance to identify any inventory liabilities
- Assist with market preparation with selling recaps, sku analysis, assortment plans, and sizing data
- Aggregate and manipulate large sets of data for reporting and analysis
- Assist planner with other ad-hoc tasks
- Review and analyze Materials Requirements for Production and execute the

Qualifications for associate planner

- 0-2 years in Planning, Creative/Brand Strategy or related field
- Passion for and/or deep interest in qualitative research
- Clarity and simplicity in communication
- A creative posture on the world, someone who looks for what could be rather than just what is, who prefers exposure to new ways of thinking or expression, rather than the familiar, someone who loves making, rather than just advising
- Comfort wading into ambiguity and working with your team find the way forward