



Example of Factory Store Job Description

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Our company is searching for experienced candidates for the position of factory store. 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 factory store

- Generates various business analyses (weekly, monthly and seasonally)
- Prepares analysis for key PLC events as directed by merchant (including hindsight, investment review)
- PO Workbench management
- Work with cross-functional team to validate four-way match information prior to PO creation
- Update assortment sheets accordingly and extract to workbench
- Create purchase orders and revisions in workbench
- Complete size breaks using allocation tool
- Mentors, trains, and coaches temps on performance expectations (where applicable)
- Assists in building and maintaining a highly engaged team
- Prepare budget spreadsheets

Qualifications for factory store

- 3+ years of buying experience in a retail environment
- Pro-active in every aspect of work
- Passionate about analyzing information and identifying risks
- Retail experience will help in the success of this individual
- Ability to delegate and prioritize multiple tasks
- Minimum 3 years of experience in planning, allocation or buying in a multi-

