

Example of Junior Planner Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of junior planner. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for junior planner

- Provide visibility, curate & support the upload of new stock onto the US website, working with Upload, Studio, Buying, Merchandising, Marketing & Editorial departments to ensure a smooth weekly process
- Utilize reports and tools available to curate uploads that meet the criteria to achieve the best variety in offering to the customer, satisfies the business' financial needs and enhances visual merchandising output
- Work closely with Buying and Retail to provide advance visibility of key product to the customer facing teams including the Product Merchandising Manager, thereby supporting the monthly events calendar
- Co-ordinate newly bought-in product for photography, retouch and product writing processes
- Check all products are satisfactorily represented and completed by all departments for the weekly uploads
- Anticipate the needs and wants of The Outnet customer and present new and returning brands to her in an aesthetically pleasing and seasonally appropriate manner
- Attend regularly occurring trade, sales, retail, calendar and photo studio meetings to advise on past uploads and future upload plans
- Quick and efficient resolution of errors in product information in all systems
- Maintain and develop excellent relationships with other teams within the business, including visits to the distribution centre and studio
- Flexible work hours – setting uploads live for local market times as needed, bank holiday availability

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- Degree in Business Engineering or Business Administration
 - Good numeracy and an analytical approach
 - Ability to work well under the constant time pressure of rolling broadcast deadlines
 - Ability to build and maintain effective working relationships with a wide range of people
 - Degree-educated or equivalent experience gained in the Retail industry with E-commerce preferred and/or exposure to Merchandising, Buying and Inbound warehouse functions
 - A tastemaker with a strong command of both the full-price and off-price marketplaces