

## **Business Unit Summary**

The Planning team is responsible for ensuring HSN has the right amount of product for our customers to buy. It must be priced right, placed and promoted to maximize sales potential while minimizing inventory risk. Our Planning team makes sure we provide the customer with a great shopping experience any time she is shopping with us.

The Merchant and Planner collaborate to tell the product stories on all of our shopping platforms, while being flexible, responsive and agile in presenting the right products that will meet consumer expectations and provide the best in quality, value and experience.

## **A Day in the Life**

The Associate Show Planners partners with the Associate Merchandise Planners and Show planners to support the merchandising group in writing the shows to attain sales and gross margin which will set HSN apart.

- Reviewing and reacting to daily sales
- Writing shows 72 - 96 hours out attaining net sales and margin plans
- Responsible for the rotation of key items and reorders for assigned hours across a day, visit or Event.
- Meet with Buyer to discuss status of upcoming shows and business trend
- Use the SPT tool to create exciting and productive shows for the customer.
- Forecast show proformas.
- Create all necessary recaps of the business for appropriate analysis.
- Assist in executing the divisions Buy Plan and Merchandise assortment plan.
- Assist in Developing Today's Special projections and item placement in shows and recaps
- Assist in managing markdowns and retail reduction plan
- Assist in forecasting aged inventory levels on a monthly basis.
- Understands and formulates strategies for business review with team: markdowns, flex pay, and seasonality of products.

## **Keys to Success**

At HSN, if you are Agile, Innovative, Pioneering, Dynamic, Boundaryless, Passionate, Customer-Centric, Collaborative, and Results-Focused, you will love it here!

## **Must Haves**

- Min 2 years retail experience with related experience in Planning(allocation analyst)is preferred
- BS/BA Degree
- Excellent communication skills both written and oral
- Advanced Knowledge of Word, Excel and Outlook (ex. Creating and formatting formulas, links, graphs, charts and presentations
- Knowledge and experience in analyzing data
- Understanding of the merchandising process and product lifecycle
- Understanding and skill in performing retail calculations
- Ability to work in a team/collaborative environment that allows for flexibility based on the needs of the business.