



Job Description

Position Title: Associate Planner

Reports To: Planner/Senior Planner/Director of Planning/Vice President of Planning

Direct Reports: None

Overview:

The Associate Planner will assist a Planner and the Planning team with multiple accounts by providing monthly shipment projections and account analysis by brand.

Key Accountabilities:

- Run weekly sales reports configuring data and troubleshooting
- Compile historical financial information on product performance
- Develop and apply analytical, strategic and creative problem-solving skills
- Analyze sales performance and identify opportunities for growth at all levels, which include brand, size range, category, style, color and location
- Assist in Pre/Post Seasonal Planning for specified accounts
- Assist in maintaining and actualizing financial information to support departmental merchandise strategies
- Assist with all levels of sales analysis
- Work closely with both Planning and Sales teams on gathering all relevant data for meetings with accounts and participate in meetings as appropriate
- Special projects as assigned

Required Skills/Abilities/Education:

- Bachelor's Degree in Fashion Merchandising, Finance or related field
- Minimum 1+ years' experience (internships included)
- Strong analytical and critical thinking skills
- Proficient in Microsoft Office (must have advanced excel skills)