

**Position:** Assistant Planner **Reports To:** Senior level Planners

**Location:** Corporate **Type:** Full-time, Non-Exempt

**discover your purpose...**

Coordinate all purchase order activity and the communication between inventory management, merchandising, sourcing and agent/vendors partners.

**who we are...**

Our mission is to enhance the quality of our customers' lives at home. We put the customer at the center of everything we do, every day. Our corporate values that guide our actions and decisions are our People First culture, customers, quality, shareholders, integrity, and corporate responsibility.

**At Williams-Sonoma you will....**

- Coordinate the creation and communication of purchase orders for a division of business. Enter purchase orders into the Retek system and ensure communication of orders to planning, sourcing and agent/vendor
- Creation of purchase orders for early floor sets and monitor shipping to ensure on time deliver
- Maintain accuracy of purchase order ship dates and quantities. Amend purchase orders and communicate changes to agent/vendor. Ensure confirmation of changes with agent/vendor
- Communicate all changes and cancellations of purchase orders to sourcing/agent/vendor
- Maintain log of all purchase order confirmations and cancellations. Follow up with agent/vendor as needed
- Ensure accurate shipping dates of purchase orders by monitoring the sourcing exception reports and by communication with the agents/vendor and sourcing
- Maintain communication and adjustment log of all orders and monitor status of production from the sourcing group
- Work with planner to monitor sales and inventory levels and adjust purchase orders accordingly to drive sales and profitability
- Prepare inventory transfers
- Prepare and distribution weekly Ad Hoc reports to the entire team
- Complete other duties and responsibilities as assigned by supervisor
- Attention to detail, follow through, communication skills

**what we're looking for...**

- BA/BS required
- Previous experience in retail a plus
- Advanced Excel skills
- Attention to detail
- Ability to work in a fast pace, often-changing environment required

This position is not eligible for visa sponsorship.

*Williams-Sonoma Inc. is an Equal Opportunity Employer*

Williams-Sonoma, Inc. will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance.