



JOB DESCRIPTION

Job Title: ALLOCATOR

Department: Planning & Allocation **Location:** Store Support Center / New York Buying Office **Pay Structure:** Salaried Exempt

JOB SUMMARY AND PURPOSE

The Allocator is responsible for the execution of accurate and efficient inventory strategies to drive sales, turnover, and profit goals.

WORKING RELATIONSHIPS

Reports to Allocation Managers. Works closely with Senior Allocators, Senior Planners / Planners, and Merchant Team.

DUTIES AND RESPONSIBILITIES

- ★ Oversee the replenishment of store inventory levels based upon shipments received in the necessary time frame and maintain a well-balanced inventory in direct proportion to sales.
- ★ Create ad-hoc analysis to react to current and future business trends and present findings to Allocation Manager, Planner, and Buyer. Recommend purchases and/or markdowns as needed.
- ★ Analyze unit performance for area of responsibility; review all aspects of sales performance / trends by store type, market area, or region and adjust allocation strategy to maximize sales.
- ★ Manage new / renovation store shipping to ensure inventory targets are reached by the GO date, with the best assortment of seasonally appropriate product.
- ★ Develop general allocation strategies using historical and projected performance.
- ★ Collaborate with the Planner, Buyer, and Distribution Centers to identify opportunities to develop and execute an allocation strategy that supports delivery of the teams' financial goals.
- ★ Facilitate meetings with Buyers and Merchandise Planners on item flow based on ladder plans, replenishment forecasts, Open To Buy (OTB), and advertising schedule. Determine next steps from these outcomes.
- ★ Participate in weekly cross-functional meetings, pre-season planning, hindsight, and merchandise plan review meetings.

QUALIFICATIONS AND EXPERIENCE

- ★ Bachelor's degree, preferably in a related field, or equivalent experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- ★ Multi-unit retail experience (store level or corporate merchandising); off-price industry preferred
- ★ Computer proficiency with strong Microsoft Excel experience, and an aptitude for learning new software programs and applications
- ★ Strong analytical skills; statistics training preferred
- ★ Strong interpersonal and communication skills
- ★ Understands allocation concepts including store clusters, volume groups, and indexing vs. average

SUPERVISION

This position does not have supervision over any Associates.

COMPETENCIES

- ★ **Decision Quality** – Make correct decisions based on analysis, experience, and judgement.
- ★ **Drive for Results** – Push themselves and others consistently to meet or exceed goals.
- ★ **Managing and Measuring** – Assign responsibility and set clear, measurable objectives.

- ★ **Planning** – Accurately scopes out length and difficulty of projects; sets objectives and goals; breaks down work into the process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- ★ **Customer Focus** – Establish a relationship with customers to glean first-hand information that will enhance their experience as well as our products and services.
- ★ **Action Oriented** – Enjoy working hard and enthusiastically take on new challenges. Focus on solutions – not problems.
- ★ **Functional/Technical Skills** – Accomplish a job with complete technical and functional knowledge and skills.
- ★ **Drive Visual Standards** – Represents and reinforces the brand in a positive manner through a variety of products that appeals to all customers; maximizes use of products in order to drive profitable sales.
- ★ **Communications** – Is able to communicate quickly and professionally in a variety of communications settings and styles. Can express themselves clearly and concisely and is easily understood.
- ★ **Ethics and Values** – Adhere to appropriate core values and beliefs during good and bad times; act in line with those values.
- ★ **Peer Relations** – Find common ground and solve problems in a balanced manner that gains the trust and support of peers.
- ★ **Approachability** – Build rapport and put others at ease; easy to talk to; listens.
- ★ **Teamwork and Collaboration** – Demonstrates a commitment to the mission and motivated to combine the team's energy and expertise to achieve a common objective.

PERFORMANCE MEASURES

- ★ Balancing Inventory and Turn by Store
- ★ Sales to Plan
- ★ Time Management
- ★ Ability to work with others

DISCLAIMER

This description does not state or imply that the duties listed are the only duties to be performed by the position incumbent. Justification for information provided in the job description may be requested. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.

All requirements are subject to possible modification in order to provide a reasonable accommodation to individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or the public.