

JOB DESCRIPTION

Job Title: ASSOCIATE PLANNER

Department: Planning & Allocation

Location: Store Support Center/New York Buying Office

ABOUT GABE'S

Founded in 1961 in Morgantown, West Virginia, Gabe's is a leading off-price retailer. Since opening more than 60 years ago, Gabe's has focused on being the destination for the very best deals on everything you need. Old Time Pottery, a Tennessee-based home merchandise store, became a part of the Gabe's family in 2023. Combined, companies offer customers a broader assortment of home and seasonal products at incredible prices. Today, more than 145 Gabe's and Old Town Pottery store locations are found across 20 states.

JOB SUMMARY AND PURPOSE

The Associate Planner supports the creation and maintenance of financial and unit assortment plans that align to the merchandise strategy to maximize sales, profit, and turn. Supplies analysis and context to results and helps drive assortment decisions that support sales and company growth, serving as a key link between the Merchant strategy and the customer. The Associate Planner will also support the business' allocation strategy to ensure stores are filled appropriately.

DUTIES AND RESPONSIBILITIES

- Support the development of financial assortment plans for current and future seasons that interpret merchant strategy into a profitable road map by month for select Key Performance Indicators (KPIs).
- Assist in the preparation of quarterly plan presentations to senior leadership in support of merchant strategy.
- Help adapt in-season plans based on current performance and merchandise availability.
- Assist in managing the Open-To-Buy in partnership with the Planner and DMM partner to drive profitable sales.
- Perform and clearly communicate analysis to highlight important trends and recommend ways to drive profitable sales.
- Build strong working relationships with Allocation Managers and business-specific Allocators to ensure merchant strategy and unit plans align with the allocation strategy.
- Support business-specific allocation strategies and the hold back of goods in warehouse.
- Assist in interpreting sales data through the lens of the customer and maintain consistent communication and collaboration with the Merchant and Allocation Teams.

EDUCATION AND EXPERIENCE

- Bachelor's degree, preferably in a related field.
- 1–3 years of relevant experience in retail planning, allocation, merchandising, or buying.

KNOWLEDGE, SKILLS, AND ABILITIES

- Experience or coursework in Planning, Allocation, or Merchandising within a retail environment preferred, multi-unit or off-price experience a plus.
- Computer proficiency with strong Microsoft Excel experience, and an aptitude for learning new software programs and applications.
- Self-motivated and self-starter with analytical skill, attention to detail, and ability to manage multiple projects at once.
- Strong written and verbal communication and organizational skills, along with a willingness to learn.
- Solid grasp of retail math.

- Ability to work effectively in a team environment and build relationships with cross-functional partners.
- Demonstrated product knowledge.
- Ability to manage conflict in a professional and respectful manner.

SUPERVISION

Reports to Senior Planner or Planning Manager. This position does not have any supervisory responsibilities.

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 modification in order to provide 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.