

Job Details			
Job Title	Assistant Planner	Grade	P4
Department	ATI- Central Planning, Beauty & DS, Beauty	Financial Indicators	
BU	ATI - G&A	Reporting	
Reporting, Interaction Lines, and Relationships			
Key Internal Relationships	<ul style="list-style-type: none">LogisticsPlanners/Planning ManagerBuyersRetail/Brand and Store ManagersFinanceOperationsMarketing (VM)		
Key External Relationships	<ul style="list-style-type: none">Suppliers		
Job Purpose			
<p>The Assistant Planner delivers the division merchandise strategy through timely creation of Items and Purchase Orders; is responsible for replenishment, allocation and transfers of product; is responsible for the flow of goods through the Supply Chain, providing reports on Sales and Inventory; maximizing the productivity of inventory and maximizing sales and gross margin.</p>			
Essential Roles and Responsibilities			
Functional Roles and Responsibilities			
<ul style="list-style-type: none">Assisting in decision-making and problem solving on supplier / brand / partner issuesManaging all aspects relating to the shipments, logistical processing and allocation function.Promoting a “win-win” approach with all key brand partners.Negotiating discounts on late shipments.Processing Return to Vendor requests in a timely manner.Create the masterfile ensuring accurate and correct data enrichment.Validating of Order Confirmations against Invoices and orders.Ensuring Shipment Trackers are maintained, delivery dates managed, and deviances are escalated to planners and buyers.Creating new items, purchase orders and maintain cost and retail price changes.Creating allocations on new shipments.Controlling inventories at the store level to maximize sales, inventory and profitability.Reviewing Supplier and Warehouse Replenishment orders based on model stock and trends to achieve optimal sales, profit and inventory performance.Tracking and managing special orders and customer requests.Collecting and providing information to the planner and buyer to analyze the product performance per store.Internal Stakeholder RelationsEnsuring team results, relationships and processes are aligned with the Company’s mission and values.Ensuring efficiency and effectiveness of merchandising work processes.Compiling communication and coordinating with the stores regarding new launches, product discontinuation, price changes and brand/item focus.Inventory ManagementEnsuring Supplier setup is complete including Estimated Landed Costs.Providing Finance department with details for drafting Letters of Credit and submit for supplier approval.Ensuring that product moves efficiently through the supply chain.Coordinating with suppliers & Al Tayer Logistics on incoming shipments to ensure the goods are delivered and received within the specified timelines.Updating delivery schedule and communicate to the buyers and planners on a weekly basis.Highlighting potential shipment delays immediately.			
Job Requirements			
Education/Certification and Continued Education			
<ul style="list-style-type: none">High School with an additional administration certificate or Graduate.			

