

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

