



## **POSITION DESCRIPTION**

**POSITION TITLE** : Merchandise Planner/K3018

**DEPARTMENT** : Merchandise Planning

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Senior Merchandise Planner

**POSITIONS SUPERVISED** : Nil

### **POSITION PURPOSE**

This position is responsible for the merchandise planning of a larger product group as designated. He/She assists the Senior MP in agreeing allocation levels for this group and ensuring the correct application of these levels.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Manage stock allocations for a larger product group – for example this group might account for 25-35% of the business
- Take the overall quantities for their product group as given by the SMP and divide them by store
- Analyse past store performance level in terms of silhouette, fabric type, size and price point
- Set model stocks accordingly
- Load allocations onto the IT system
- Liaise with warehouse re the delivery of these allocations
- Ensure that stores are kept in stock up to the level of the model stocks
- Deal with daily store requests in a timely fashion
- Manage Inter-Branch Transfers (IBTs) on a weekly basis, ensuring that top stores are kept in stock at all times
- Minimise Out of Stocks
- Produce reports as required by the MP Manager
- Carry out projects as requested

### **PERSONAL CHARACTERISTICS:**

- Starting to interact in a more sophisticated way with other departments – for example attending meetings in the absence of the Senior Merchandise Planner
- Willing to undertake some coordination activity under supervision – good relationship management skills
- Able to make recommendations
- Independent project work and detailed quantitative analysis

### **PERFORMANCE MEASUREMENTS**

- Achievement of sales targets in their product group
- Minimisation of end-of-line stocks
- Minimisation of OOS

### **QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's degree preferred
- 3-4 years experience in Merchandise Planning
- Advanced Excel skills



## COMPETENCY REQUIREMENTS

**The following are the key competencies that will be required to complete this job effectively. Alongside each competency is the Level at which it is expected to be demonstrated**

**(Refer to KOJ Competency Dictionary for a detailed breakdown of your competency requirements)**

- Drive for Results - 2
- Managing relationships - 2
- Customer Focus - 2
- Integrity and Trust - 2
- Team Work - 2
- Problem Solving - 1

**Department Head:** .....

**Employee:** .....