



## **POSITION DESCRIPTION**

**POSITION TITLE** : Senior Merchandise Planner/K3101

**DEPARTMENT** : Merchandise Planning

**CLASSIFICATION APPROVED BY** : HRD

### **REPORTING RELATIONSHIPS**

**POSITION REPORTS TO** : Merchandise Planning Manager

**POSITIONS SUPERVISED** : 1-4

### **POSITION PURPOSE**

This position is responsible for the merchandise planning of a multi-product group category. He/She manages the staff working on all the product groups in the category. Taking the overall planning objectives and guidelines set by the Merchandise Planning Manager, he/she breaks them down into more detailed plans and ensures their correct implementation.

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

- Manage the forecasting process for their category within guidelines set by the MP Manager.
- Take the global sales forecasts for his/her category, and break it down into detailed sales forecasts at the individual product level
- Using the overall stock and OTB targets set by the MP Manager, create detailed buying plans at the product level
- Obtains approval for such plans from the MP Manager
- Communicate such plans to the Buying Department, ensuring that orders are placed in a timely and accurate fashion
- Communicate the overall quantities available to the Merchandise Planners and Deputy Merchandise Planners
- Obtain and approve the recommendations of the MPs and DMPs regarding individual store allocations
- Track deliveries of such orders in cooperation with the buying and logistics teams so as to set priorities in terms of shipping and inward processing in line with the brand's priorities
- Achieve sales, margin and stock targets for their category
- Manage their category team in terms of appraisals, training plans and long term career development goals.
- Interact at a senior level with other departments
- Contribute to budgetary process
- Represent the department on inter-disciplinary task forces
- The post may involve international travel

### **PERSONAL CHARACTERISTICS:**

- Managerial ability
- Medium-long term thinker
- Strong analytical and presentational skills
- Able to manage complex projects
- Able to act autonomously
- Capable of representing the department in the absence of the MP Manager

### **PERFORMANCE MEASUREMENTS**

- Achievement of sales, gross margin and stock targets for their category

### **QUALIFICATIONS\REQUIREMENTS:**

- Bachelor's degree/MBA preferred



- 5-6 years experience in Merchandise Planning

### **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)**

- |                          |     |
|--------------------------|-----|
| • Strategic Thinking     | - 2 |
| • Drive for Results      | - 2 |
| • Managing relationships | - 2 |
| • Negotiating skills     | - 2 |
| • Developing others      | - 2 |
| • Job knowledge          | - 2 |
| • Customer Focus         | - 2 |
| • Integrity and Trust    | - 2 |
| • Team Work              | - 2 |
| • Problem Solving        | - 2 |

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

**Employee:** .....