



POSITION DESCRIPTION

TITLE: Location Planning Analyst I
DEPARTMENT:
REPORTS TO (TITLE): Location Planning Manager

JOB CODE:
GRADE:
EXEMPT/ NON-EXEMPT: Exempt
LOCATION: NYBO

GENERAL NATURE OF POSITION:

Responsible for creating region and store level class plans for approximately 60 classes within a business. The creation of the plan would include: 1) reviewing system generated forecasts for reasonability 2) reviewing with Location Planning Manager and DMM's to develop strategies and to make sure that store level plans are consistent with regional level strategies 3) conducting in-season trending at the store class level 4) building store group strategies (e.g .low volume, urban stores) into the pre-season and in-season plan .

ESSENTIAL FUNCTIONS:

% OF TIME

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| <ul style="list-style-type: none"> Reviewing pre-season store class plans and resolving exceptions created by the system generated plan (e.g. comp growth too high or too low) | 30% |
| <ul style="list-style-type: none"> Develop regional product strategies and review with Location Planning Manager, making sure that the store level plans are consistent with the regional level strategies. | 30% |
| <ul style="list-style-type: none"> Reviewing in-season system generated forecast recommendations and determining which recommendations to accept/reject based on current business performance (e.g. Markdown and inventory turn) and expected future business conditions (e.g. supply constraints and predicted weather anomalies) | 30% |
| <ul style="list-style-type: none"> Ad – hoc Analysis Developing store lists and recommendations for any limited door product opportunities and analyzing different store groups (e.g. target regions, low volume, urban, etc.) to determine store group strategies/recommendations. Presenting recommendations to Location Planning Manager for Approval | 10% |

QUALIFICATIONS AND SPECIAL SKILLS REQUIRED:

1. Able to build effective working relationships with internal personnel (Location Planning Manager, DMM's, Forecasting team and Merchandise Control team)
2. Attention to detail
3. Demonstrates a strong sense of urgency (e.g. must complete projects/assignments with accuracy and on time)
4. Demonstrates strong analytic and quantitative skills. (e.g. strong math background and demonstrated success in analytical projects)
5. 4-year college degree required
6. Prior Work experience and retail knowledge preferable but not required

REQUIRED COMPETENCIES

1. Analysis & Judgment
2. Business Acumen
3. Planning & Organization
4. Quality
5. Communication Skills
6. Collaboration Skills

SUPERVISORY RESPONSIBILITIES:

N/A

SUPERVISOR'S TITLE:

Location Planning Manager