



**TITLE:** Associate Manager, Sales Planning  
**REPORTS TO:** Senior Manager, Sales Planning  
**FLSA:** Non-Exempt  
**LOCATED:** NYC Headquarters

**JOB OVERVIEW:** The Associate Manager position is responsible for developing sell-in forecasts, negotiating stock & sales plans & replenishment models to drive business in their specified accounts on behalf of current & future ICP brands. Responsible for forecasting within season to meet or exceed net shipment plans. Works with Sales Promotion team to develop sell-through strategies & manage inventory at door level. This is a cross-functional role that would be ideal for a retail professional with experience working with established brands to build comparative businesses. The ideal candidate is detail-oriented, energetic, creative, & possesses the confidence to present in front of the executive team. This person will also promote & maintain the intrinsic company culture that fosters the firm's core values of: Transparency, Recognition, Accountability, & Communication.

**RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Partner with colleagues on all order approvals, PO tracking & shipments, for launch & replenishment orders
- Partner with manager on Seasonal Net Ship Plans for specified accounts
- Provide weekly updates to Net Ship forecast
- Strategize with manager on opportunities to exceed sales plans
- Collaborate with internal & external partners to create sales plans & orders for new launches
- Partner with coworkers on allocations for new launches, fashion skus, and styles with any production delays
- Create seasonal demand planning & strategy by SKU for replenishment business
- Manage OOS & how this will influence other SKU supply needs & impact this will have on Net Ship forecast
- Analyze stock & sales plans, WOS, & replenishment models to find opportunities to increase sell-in & support sell-through
- Manage bi-weekly & monthly touchbases with accounts to negotiate stock & sales plans, inventory opportunities & updates to replenishment models
- Write all boost orders in advance of promotions (i.e. launches, new store openings, etc.)
- Present sales analysis & sales forecasting during Market Appointments
- Work closely with Sales Promotions & Marketing teams on Brand Category Strategy
- Create metrics & expected sales growth for key sales drivers to achieve company sales objectives
- Prepare ad-hoc analysis & special projects as required

**REQUIREMENTS**

- Bachelor's Degree in related field, plus 3-5 years of sales planning / sales analytics work experience
- Experience working in the luxury sector and/or as a buyer or inventory planner necessary
- Excellent technical skills must include advanced Excel (pivot tables, proficiency in Word, and other MS Office applications or sales software / platforms.
- Strong financial & business judgment along with superior analytical skills & acumen
- Passion to develop / advocate for planning best practices & strong beneficial collaboration with retail partners
- Strong negotiation and influencing skills combined with ability to use analytics to persuade key stakeholders on the best financially sound options for the brand
- Outstanding communication skills, including the ability to convey complex information simply, both verbally and in written form, to resonate with a broad audience
- Excellent interpersonal skills, including relationship building & teamwork
- Highly organized & methodical in approach to work, including excellent attention to detail & follow-through
- Ability to work in an entrepreneurial, fast-paced environment while being adaptable to change
- Comfortable working with a small team & willing to take on new challenges/opportunities as they arise