



TITLE: Manager, Sales Planning
REPORTS TO: Director, Sales Administration
FLSA: Exempt
LOCATED: NYC Office

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

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Partner with Sales Planning associate on all order approvals, PO tracking and shipments, for both launch and replenishment orders
- Partner with Director of Sales Administration on Seasonal Net Ship Plans for specified accounts
- Provide weekly updates to Net Ship forecast, strategize with Director of Sales Administration on opportunities to exceed sales plans
- Collaborate Director to create retail sales plans by door to align; with the trend of business, corporate objectives, and COS expectations
- Partner with internal and external partners to create sales plans and orders for new launches
- Partner with team on allocations for new launches, fashion skus, and styles with any production delays
- Create seasonal demand planning and strategy by SKU for replenishment business
- Manage OOS and how this will influence other SKU supply needs and impact this will have on Net Ship forecast
- Analyze stock and sales plans, WOS, and replenishment models to find opportunities to increase sell-in and support sell-through
- Manage, bi-weekly and/or monthly touchbases with accounts to negotiate stock and sales plans, inventory opportunities and updates to replenishment models
- Write all boost orders in advance of promotions (i.e. launches, new store openings, etc.)
- Present sales analysis and sales forecasting during Market Appointments
- Work closely with Sales Promotions and Marketing on Brand Category Strategy
- Create Metrics and expected sales growth for key sales drivers to achieve company sales objectives
- Prepare Ad-Hoc analysis and special projects as required

REQUIREMENTS

- Bachelor's Degree required
- 3-5 years of related experience, including some experience working in the luxury sector, and preferably, as a buyer/inventory planner
- Experience with Ecommerce accounts (Amazon, Net-a-Porter a plus) and Department store experience strongly preferred
- Excellent MS Office application experience, including advanced Excel skills
- Strong financial and analytical acumen, ability to advocate for and develop planning best practices and strong, mutually beneficial collaboration with retail partners
- Ability to use analytics to convince others of the best options for the brand that are financially sound
- Outstanding communication skills, including the ability to convey complex information to a broad audience
- Strong negotiation and interpersonal skills
- Highly organized and structured
- Superior analytical skills and sound business and financial judgment
- Ability to work in an entrepreneurial, fast-paced environment while being adaptable to change
- Comfortable working with a small team and willing to take on new challenges/opportunities as they arise

Compensation includes competitive salary, bonus eligibility, subsidized health benefits, generous PTO schedule and 401K plan.