



JOB SPECIFICATION

Position: Planning Manager
Reports to: Concept Director
Concept: Home Centre

Grade: B12/13
Location: Dubai

OVERVIEW

To set up and manage a Planning Dept to maximise sales and profitability in the business by providing effective merchandise strategies, planning and in season management of assortments and inventory at Concept /Territory/Department and subcategory levels to achieve or exceed the Targets set by the business.

MAIN JOB RESPONSIBILITIES

- To manage and develop a planning department with a team of planners to support the buying teams.
- To Support the business planning calendar in conjunction with all concerned to ensure that planning activities happen timorously to support lead times .
- Ensure that strategies and plans are presented to the Concept Director for approval.
- Communication of Strategies and plans to Territories for implementation.
- To ensure that performance is monitored against plan regularly supported by adequate merchandise performance reporting .
- Ensure that actions are taken on on deviations to plan to effectively manage merchandise assortments / inventory during the season to meet or exceed the strategic targets set by the business with effective communication to all involved.
- Ensure that weekly Departmental meetings are held by the planners with the Buyers to discuss Department performance/action plans, OTB/Orders, Deliveries and priorities for the week.
- Ensure that monthly trading meetings are held by dept with the concept director and management Team.
- To ensure that the standards of merchandise procedures and methodologies are maintained and kept uniform in all departments
- To ensure that planners and trainee planners are motivated and developed to support the business objectives.

KEY JOB DELIVERABLES / ACCOUNTABILITIES

- Strategic planning
- Merchandise financial planning
- Store planning (Grading)
- Assortment planning
- Unit plans by sub-group
- Monitoring of Orders placed and OTB (Open to Buy)
- In season management and performance against plan/actions to be taken
- Recommendations of systems maintenance and enhancements
- Territory /Store visits
- Competitive shopping

PERSON SPECIFICATION

Academic : Graduate or post Graduate degree in any business management discipline with preference to an MBA or B Com degree.

Experience : 8-10 years in Retail Planning Management position in a large Retail Furniture and Household Chain or large Retail Chain with a Departmental Store environment..

Knowledge : Track record in Merchandise Planning, Merchandise Financial Budgeting, Assortment Planning ,Space Planning and a proven record of Planning Soft wear implementation.

Skills :

- Planning leading and organising and prioritising .
- Influencing and negotiation skills.
- Problem analysis and decision making .
- Technical merchandise planning and inventory management skills.
- Knowledge of planning
- Knowledge of space planning and software packages
- Above average computer skills on Excel ,Word ,Power point.

Abilities : To independently manage ,develop and motivate a team of Planners to support and work with the Buying Dept and Business in achieving its financial Targets

Salary : 25,000-30,000 AED neg