

Job Posting

Date: March 2017
Position: SALES ANALYST
Job#:
Location: Seattle
Reports to: Business Planning Manager

JOB PURPOSE: Provide sales support and retail analysis to increase market sales volume.

POSITION RESPONSIBILITIES:

1. Analyzing and summarizing individual account information. Responsible for effective decision making by retrieving and aggregating data from multiple sources and compiling it into a digestible and actionable format.
2. Monitor retail activity of sales, promotions, and stock flow for top accounts.
3. Partner with sales team to contribute inventory management in season.
4. Review and troubleshoot 12 month plans by presenting possible solutions and ‘what if’ scenarios on a biweekly basis.
5. Project and analyze sales, markdowns, stock and sales by door for total Season on a monthly basis for individual accounts.
6. Review and revise markdowns, sales, stock based on actual information received for upcoming months on a biweekly basis.
7. Project and recommend actual needs by class, by account based on division plan as well as store specific needs and trend seasonally for individual accounts.
8. Collect sales information; finalize agreed upon strategies and set up forms for seasonal financial plans by individual accounts seasonally.
9. Compile and distribute daily, weekly, and monthly reports. Improve upon business processes for collecting required data inputs.
10. Work with merchandising & design by providing seasonal best seller recaps.
11. Travel and special projects as assigned by Planning Manager.

QUALIFICATIONS REQUIRED:

1. Two or more years experience as a buyer, planner, or seller with an apparel retailer or wholesaler.
2. Thorough knowledge of the apparel market.
3. Extensive knowledge of retail math and gross margins.
4. High level of proficiency with computer systems to include MS Word, Excel and email systems.
5. Bachelor’s degree in Business, Clothing and Textiles or related experience.
6. Demonstrated effectiveness in verbal and written communications.
7. Strong analytical skills and attention to detail.
8. Ability to work under pressure and handle multiple priorities.
9. Flexibility to travel as required.

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