

## Retail Planning Coordinator

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction.

To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

**JOB TITLE:** **Retail Planning Coordinator**

**LOCATION:** **NY/NJ/CT**

**REPORTS TO:** **Manager of Planning, DTC**

**TYPE:** **Exempt**

**SALARY:** **\$68k-\$75k**

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

### **OVERVIEW**

The Retail Planning Coordinator will support day-to-day planning functions for the Retail channel. This role will be responsible for developing and maintaining SKU level forecasts for Birkenstock Retail stores to maximize sales and optimize inventory levels. This role is responsible for executing and monitoring the order management process. The ideal candidate is highly analytical and detail-oriented

### **RESPONSIBILITIES**

- Develop and manage forecasts at the SKU level for all core and seasonal items to ensure optimized inventory levels.
- Manage and execute ordering writing for seasonal and core assortment.
- Analyze retail core assortment productivity to identify opportunities to refine sku offering.
- Develop seasonal sku plan to optimize sku productivity.
- Maintain size scale analysis.
- Optimize in season inventory levels for core assortment through executing transfers.
- Maintain and communicate adjustments to import plan.
- Partner with demand and import planning team to manage flow of inbound inventory to warehouses.
- Collaboration with Retail Merchandising coordinator on inbound delivery timing.
- Supporting Retail Merchandising coordinators in executing replenishment orders and other systemic processes in SAP.

## **QUALIFICATIONS**

- Ability to work both independently and collaboratively.
- Advanced Excel skills (can perform complex functions).
- Working knowledge of merchandise planning best practices.
- Excellent organizational and communication skills with attention to detail.
- Must be a strategic thinker, persuasive and collaborative.
- Ability to understand and explain the brand's needs.
- 2+ years of experience in planning or buying.
- Experience working with SAP is preferred but not required.
- Bachelor's Degree in Retail Merchandising, Business Administration or related field.

If interested, please send cover letter and resume to [kramos@birkenstockusa.com](mailto:kramos@birkenstockusa.com). Subject line should list "Retail Planning Coordinator."

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.