

Job title: Allocator

Department: Stock Management

Reporting Lines: Reports to the Head of Stock Management

Job Purpose

To assist the HOSM in all aspects of stock management to optimise the effective allocation and distribution of product within the business.

The role requires someone who is commercially astute, and experienced in a retail environment. They will have the ability to identify and resolve stock issues in conjunction with the buyers, suppliers and the warehouse management team.

Responsibilities

1. To manage the allocation of stock from the warehouse to stores to optimise availability to support sales and physical merchandising. This includes forward planning to support:
 - a. Specific Promotional Events
 - b. Catalogues
 - c. Product Launches
 - d. Store Openings
 - e. Intake Priority
 - f. Clearance
2. To monitor and manage exceptional events and results to correct stock errors and levels.
3. Manage the movement of stock around the business to rebalance levels if necessary and facilitate returns to the warehouse.
4. To act as the key point of contact for stores and online, responding to their queries and requests about stock levels and future allocations.
5. Work with the Transport Coordinator to agree delivery schedules and maximum pallets by store, making dynamic changes as required.
6. To become an expert in the operation of the company's replenishment and allocation system. To manage its operation through parameter set up and maintenance, and to investigate and correct any examples of inappropriate replenishment.



7. The key measure of success for the role will be the achievement of availability targets within the allocation process, ensure the correct balance of stock across the warehouse and stores.
8. Make suggestions for improvements based on experience and observations.
9. Prepare ad hoc data analysis to support the wider team.

Values

- Demonstrates the Company's values in behaviour.
- Seeks to build trust in relationships through these values.

Care Demonstrating care and respect towards customers, staff and other stakeholders.
Fairness Objectivity in dealing with others.
Enthusiasm Excited about our work and positive in approach.
Loyalty Commitment that works both ways
Honesty Truthfulness.
Outstanding Service Aiming for quality and excellence in all we do in relating to one another and to our stakeholders

Skills

1. Well developed organisational skills with an ability to multi -task and prioritise effectively.
2. Numerate, accurate, and strongly PC Literate – minimum intermediate MS Excel.
3. Competent and professional written and verbal communication skills with an ability to maintain calm under pressure.
4. Good problem solving skills.
5. Completer / Finisher.
6. Maths GCSE above a grade C (or equivalent) and recent retail experience. Minimum education to A level or vocational equivalent.
7. Ideally will have prior Head Office Replenishment/Allocation experience
8. A team player who is people/results orientated.

Competencies

1. **Mad about toys.** Enthusiastic about the brand and our ranges.
2. **Fun:** Naturally outgoing and positive
3. **Analytical.** Assimilates data and explores options from different perspectives to make effective judgments.



4. **Proactive.** Quick to act and able to initiate enterprise within functional responsibility reflecting line manager's goals.
5. **Accountable.** Able to give account and take responsibility for actions, is open and non-defensive towards feedback.
6. **Flexible.** Is flexible to adopt his/her methods and judgments in light of change and new goals. Deals effectively with the unpredictable and uncertain.
7. **Implementation focus.** Delivers against agreed objectives, plans and deadlines. Personally committed to achieving targets.

