



JOB DESCRIPTION – PRODUCT PLANNER

Job Title: Product Planner

Department: Merchandising

Reports To: Merchandising Manager

Job Overview

As a Product Planner at Trendie, you will play a pivotal role in shaping the company's inventory strategies and supporting its commercial success. This position involves detailed forecasting, inventory management, and close collaboration with the buying and merchandising teams to ensure product availability aligns with market demand and company sales objectives. Your strategic approach to stock control and supplier coordination will be vital to maintaining optimal stock levels, preventing shortages or excess inventory, and contributing to the overall profitability of the organisation.

Key Responsibilities

- **Demand Forecasting:** Analyse historical sales data, emerging market trends, and seasonal fluctuations to generate accurate demand forecasts. Ensure that forecasts are reflective of both short-term and long-term business objectives.
- **Inventory Management:** Develop and implement robust inventory management strategies that optimise stock levels, balancing the need to avoid overstock or stockouts while supporting company sales targets.
- **Product Lifecycle Management:** Collaborate with the buying and merchandising teams to plan product assortments. Oversee the entire product lifecycle from introduction to discontinuation, ensuring smooth transitions across product phases.
- **Supplier Coordination:** Liaise with suppliers to monitor inventory levels and ensure timely delivery of products. Establish and maintain strong relationships with suppliers to enhance operational efficiency and responsiveness to market demands.
- **Performance Review:** Conduct regular performance evaluations of stocked products, using key performance metrics. Make data-driven recommendations for adjusting stock levels or discontinuing products based on their performance and market relevance.

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- **Merchandising Alignment:** Work in close coordination with the merchandising team to ensure product availability aligns with promotional campaigns, marketing strategies, and seasonal trends. Ensure seamless integration between merchandising efforts and inventory planning.
- **Reporting:** Prepare and present detailed reports on inventory status, sales trends, demand forecast accuracy, and product performance. Provide actionable insights to support business decisions.

Qualifications and Experience

- **Education:** A Bachelor's degree in Supply Chain Management, Business, or a related discipline is required.
- **Experience:** Minimum of three years' experience in product planning, inventory management, supply chain, or a similar role, with a proven track record of success in a fast-paced retail or merchandising environment.
- **Analytical Skills:** Demonstrated expertise in interpreting complex sales and inventory data, with the ability to translate insights into effective planning strategies.
- **Technical Proficiency:** Extensive experience with inventory management software and tools. Strong proficiency in Microsoft Excel and other data analysis applications is essential.
- **Organisational Skills:** Strong organisational and time-management skills, with the ability to prioritise tasks and manage multiple projects effectively under tight deadlines.

Skills and Competencies

- **Attention to Detail:** Meticulous in managing product forecasts and stock levels to minimise errors or discrepancies.
- **Communication:** Excellent verbal and written communication skills, with the ability to collaborate across different teams, including suppliers, buyers, and merchandising staff.
- **Adaptability:** Ability to thrive in a dynamic, fast-moving environment, handling multiple priorities with agility and flexibility.

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- **Problem-Solving:** Strong problem-solving capabilities, with a proactive approach to identifying and resolving inventory-related challenges.
- **Technical Proficiency:** Solid technical skills in data analysis, particularly in using inventory management software and Microsoft Excel.

Working Conditions

This is a full-time role based primarily in the office, with occasional travel to supplier locations or other company sites. The role may require managing tight deadlines and high-pressure situations, necessitating a strong ability to remain detail-oriented and organised.

Key Performance Indicators (KPIs)

- **Forecast Accuracy:** Precision in demand forecasting and its alignment with actual sales data.
- **Inventory Turnover:** Effectively managing stock turnover rates while ensuring optimal stock levels.
- **Timeliness:** Ensuring on-time product availability, delivery, and restocking.
- **Sales Performance:** Contribution of product planning to achieving or exceeding sales targets.
- **Merchandising Alignment:** Ensuring that inventory levels are aligned with promotional campaigns, seasonal trends, and marketing activities.

Company Values and Culture

At Trendie, we value accuracy, collaboration, and innovation in problem-solving. As a Product Planner, you are expected to uphold these values by working proactively, fostering strong cross-functional relationships, and ensuring that products are available to meet market demands. Your role will be integral to maintaining the high standards of operational efficiency and customer satisfaction that define our brand.

Career Path

The role of Product Planner at Trendie offers opportunities for career advancement into more senior roles such as Senior Product Planner, Inventory Manager, or Merchandising Manager. With further professional development, there is potential to specialise in key areas such as supply chain strategy, demand planning, or inventory management at the leadership level.

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