

Current

Business Management 43%
Other 38%
Travel 4%
Admin 15%

**Value Added
Time Gained
26%**

Proposed

Business Management 54%
Other 34%
Travel 4%
Admin 8%

Primary Tasks to be Performed

<ul style="list-style-type: none">- Forecasting- On order maintenance- OTB completion- Markdown projections- Analysis and completion of reports- Recaps- Replenishment model creation- Product development (communication and follow up)- Daily sales analysis- PLU markdown input- Purchase order management
<ul style="list-style-type: none">- Meetings- Assortment meetings (analytical/Samples)- Advertising (samples and prep)- Vendor relations and communication- Floor plan write-ups- Training- Working with distributors (recapping on order)- Store communication- DC communication- Transfers (analytical/distributor)- Purchase journal analysis
<ul style="list-style-type: none">- Store visits- Competitive shopping
<ul style="list-style-type: none">- Facsimile transmission- File maintenance- Other