Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Merchandise Planner, Ecommerce**

*Announcement Number SE-21-0101*

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>January 25, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>February 15, 2021</td>
</tr>
<tr>
<td>PAY BAND:</td>
<td>J/K</td>
</tr>
<tr>
<td>SALARY RANGE:</td>
<td>$83,000 - $93,327 Annually (Commensurate with Experience)</td>
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<tr>
<td>POSITION TYPE:</td>
<td>Trust Fund</td>
</tr>
<tr>
<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
</tr>
<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington DC</td>
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</table>

This role is located at the Smithsonian Enterprises headquarters in Washington, D.C. The Smithsonian is, however, open to candidates who wish to reside in other locations within the United States.

Who may be considered for employment: **All qualified candidates who are U.S. employment eligible.**

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: [www.si.edu/oeema](http://www.si.edu/oeema)

**KEY REQUIREMENTS**

- Pass Pre-Employment Background Check and Subsequent Background Investigation
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- Authorized to work in the U.S. without sponsorship

**OVERVIEW**

The Merchandise Planner is responsible for achieving sales and profit objectives for all Ecommerce channel categories, working in conjunction with the Merchandise Buying Team. Key duties include development and successful execution of topside and detail financial plans, demand forecasting, open to buy (OTB) and merchandise allocation/replenishment strategies as well as all analysis and reporting of actual performance to plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:
• Develop category and SKU level sales and inventory plans which support merchandising, marketing and financial objectives as directed by management.
• Develop initial sales projections for each catalog and promotion ensuring that sales and gross margin goals are met.
• Manage the financial review and final approval of price changes and purchase orders after discussions with management.
• Ensure optimal warehouse stock levels for replenishable and featured items, whether it is featured on the website, in an email or in a catalog.
• Analyze historical data and current trends to identify sales and inventory opportunities and risks for assigned categories and SKUs.
• Manage the category OTB, receipt and inventory targets that are approved by management. Collaborate with management to propose and make OTB modifications.
• Recommend SKU purchase amounts based on trend analysis, lead times, weeks of supply and risk/reward considerations.
• Recommend actions to optimize inventory turn and margin based on current trends, and report open to buy status to business partners each week.
• Provide inventory forecasts.
• Identify and proactively manage sell-down of aging and obsolete inventory.
• Complete all inventory analysis required to manage and monitor aged inventory and excessive weeks of supply inventory. Recommend and execute liquidation strategies approved by SVP, E-Commerce to support company aged and WOS standards.
• Report aged inventory reduction at the end of every fiscal month.
• Prepare and present aged inventory report at the beginning of each fiscal year.
• Collaborate cross functionally with merchandising, marketing, site production and design to develop SKU plans, review current trends and meet seasonal calendar due dates.
• Coordinate with cross-functional partners and vendors to manage product through the supply chain to ensure timely delivery and achieve in stock goals.
• Utilize the order management system (Ability Commerce CCS) and various Excel planning tools to manage SKU inventory to optimal weeks of supply while maintaining in stock goals.
• Manage SKU level inventory accuracy through partnership with Operations, which oversees the warehouse.
• Proactively identify and propose actions to move through excess inventory efficiently to achieve the highest margin and cost recovery.
• Work with site production manager to optimize product visibility and performance on the web site by activating, deactivating and making SKUs available for preorder & backorder.
• Recommend pricing changes to optimize margin and manage supply to demand.
• Work with the marketing team to meet day-to-day planning needs related to promotions.
• Present product and category status updates on a weekly basis to Management.
• Review catalog and web proofs for product detail accuracy.
• Monitor item creation to ensure nomenclature and attributes are correct.
• Monitor open purchase orders and expected delivery dates.
• Monitor item cost estimations used for receiving and calculation of average costs.
• Provide weekly metrics for KPI - shipped sales, best-selling SKUs and backordered items.

Education, Qualifications, and Requirements
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Bachelor’s degree and 3-5 years of experience in direct-to-consumer merchandise planning, demand forecasting, inventory management, allocation & replenishment, financial planning and/or financial analysis

- 3 years of experience in assistant buying or merchandising desirable
- Experience making sound decisions with incomplete information
- Experience building and maintaining collaborative cross-functional partnerships cross-functionally
- In-depth knowledge of merchandising, inventory and fulfillment systems
- The candidate will be experienced in all aspects of inventory planning.
- Strong computer skills in all Microsoft products, expert knowledge of Excel
- Motivated self-starter with an entrepreneurial mindset who will be attracted by the opportunity to have significant and measurable impact on an organization
- Exceptional analytical, critical thinking, and problem-solving skills
- Good understanding of forecasting methodology
- Ability to synthesize large quantities of data and provide clarity around complex scenarios
- Strong communication and presentation skills, including the ability to present information and recommendations in terms meaningful to various audiences
- Proven ability to deliver timely, accurate work and demonstrate good follow up and follow through
- Ability to multitask in a fast-paced, dynamic environment

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

**Smithsonian Enterprises** is a division of the Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses the Retail Group, Media Group, and Consumer Education Products and Licensing.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

Please forward a resume, salary requirements and cover letter to: [SECareers@si.edu](mailto:SECareers@si.edu)

Application materials submitted without salary information will not be considered.

Please include the position title in the subject line.

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. **What to expect next:** After a review of applicants is complete, qualified candidates résumés will be referred to the hiring manager.
Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

We ask that the attached Applicant Survey Form be completed by candidates, except Smithsonian Institution employees, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.
APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: ___________________________

<table>
<thead>
<tr>
<th>First Name</th>
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<tr>
<td>Last Name</td>
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</table>

Year of Birth: 19____ Gender: Male ____ Female____

How did you learn about this position? Mark all sources that apply.

1 Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2 Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3 Information technology (Internet, World Wide Web, or SI Web site)
4 Association or organization (professional, community, religious)
5 Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes No
Race: (Mark all that apply.)

<table>
<thead>
<tr>
<th>1</th>
<th>American Indian or Alaska Native</th>
<th>A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Asian</td>
<td>A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.</td>
</tr>
<tr>
<td>3</td>
<td>Black or African American</td>
<td>A person having origins in any of the black racial groups of Africa.</td>
</tr>
<tr>
<td>4</td>
<td>White</td>
<td>A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.</td>
</tr>
<tr>
<td>5</td>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.</td>
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</tbody>
</table>

Do you have any physical disabilities? Yes No
If yes, do you have a targeted disability? (Mark only one.)

<table>
<thead>
<tr>
<th>1</th>
<th>Deaf</th>
<th>4</th>
<th>Partial paralysis</th>
<th>7</th>
<th>Mental retardation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Blind</td>
<td>5</td>
<td>Complete paralysis</td>
<td>8</td>
<td>Mental or emotional illness</td>
</tr>
<tr>
<td>3</td>
<td>Missing extremities</td>
<td>6</td>
<td>Convulsive disorder</td>
<td>9</td>
<td>Severe distortion of limbs and/or spine</td>
</tr>
</tbody>
</table>