

JOB TITLE: Demand Planning and Inventory Analyst

Demand Planning and Inventory Analyst

Location: Plano, TX

FLSA: Exempt

Reports To: Director Sales Operations

SUMMARY:

The Demand Planning and Inventory Analyst is responsible for managing and maintaining the forecast and demand plans to support global sales & operations. This position is responsible for in-depth data analytics for reporting performance metrics, identifying opportunities, loss prevention, inventory positioning, and continuous improvement. You will work cross-functionally with Sales, Purchasing, Sales Operations, IT, and strategic customer/vendor partners to provide a flexible demand plan and ensure inventory positioning and procedures align with corporate objectives. The Demand Planning and Inventory Analyst plays a key support role in developing the Sales and Operations Plan and requires clear and effective communication skills that will be utilized to provide briefings and reporting pertaining to operations. This position requires a self-starter capable of achieving organizational and program objectives in a demanding environment. The ability to interface with all levels of management is essential to perform in this job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare production forecasts for product families and SKUs based on customer forecasts, other sources of demand, and inventory policy and objectives.
- Proactively identify demand/forecast risks and develop/present mitigation plans to leadership.
- Coordinate the evaluation within Operations / SCM of demand changes; facilitate supply response to Sales or demand owners.
- Plan key customer/product programs as may be assigned. Support Sales on customer issues/queries as may be required.
- Enter and maintain the production forecast in the ERP system; operate at an item number/SKU level
- Participate in and support the development and implementation of S&OP Business Rules, Policy, Practices, and Procedures as required.
- Utilize a collaborative and consensus approach with Operations / SCM Teams to ensure supply plans support delivery service levels and flexibility requirements as agreed with our customers.
- Develop & manage monthly projection process; actively monitor inventory levels and provide feedback. Evaluate, recommend and implement changes in inventory strategies, including safety stocks, required to meet corporate objectives. Track forecast consumption and flag when significant deviations require action to be taken. Prepare, report, and communicate forecast and inventory metrics to management – forecast attainment, inventory plan vs. targets. Develop additional supporting metric as may be required.

- Analyze and identify opportunities to reduce excess and obsolete inventory. Operationally coordinate quarterly E&O reviews with functional areas and with Finance.
- Maintain documentation and standard operating procedures for planning and inventory processes and systems.
- Develop and execute standard and ad-hoc reports necessary to analyze and control inventory levels.
- Document business needs, analyze current system capabilities, and identify gaps between business needs and existing functionality. Develop and document solutions that fill the gaps, and work with the IT and affected functional areas to implement solutions
- Support enhancements and improvements to business systems for areas of responsibility and/or expertise. (Agile, CRM, Great Plains, etc.)
- Learn about the Company's business as appropriate. Shows up to work on time and attends work as scheduled.
- All other duties as requested by supervisor or department head.

COMPETENCY QUALIFICATION 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. If an employee does not meet the required competency level in any area, a required development training plan will be implemented.

Job-Specific Competencies:

(Education and/or years of experience; technical and/or analytical; software or applications; department and/or position specific; internal or external certifications required)

- Advanced Excel skills required. Must be experienced in use of database reporting and analysis tools and ad hoc reporting.
- Demonstrated capabilities in demand / supply planning, what-if and capability analysis, MRP and Inventory Management, with working knowledge of Lean concepts including but not limited to pull systems, Kanban, Vendor Managed Inventory or variations thereof.
- Experienced in multi-plant Master Scheduling and planning.
- Experienced in Sales & Operation Planning processes including executive, senior management and cross functional reviews
- Requires ability to quickly understand and become proficient in the use of company business systems. Quickly becomes recognized as a subject matter expert in use of company ERP system for planning and execution including address of master data settings and impact on the plan output.
- Strong computer knowledge/proficiency in use of MRP/ERP Systems, Microsoft Dynamics GP Preferred and Microsoft 365.
- Experience with Product Life Cycle Management systems a plus, Oracle Fusion Cloud/PD preferred.
- Requires ability to quickly gain in depth knowledge about the Company's products, services and processes.
- Ability to interface effectively at all levels of the Company from analyst to General Manager.
- Excellent communication skills.
- Motivated and takes on challenges with minimal direction, with the ability to be proactive and drive action accordingly.
- Ability to solve moderate to complex problems.

- Follows procedures for Operations as outlined in the appropriate policies procedures.
- Develops and maintains ISO / TL procedures for inventory management and sales and operation planning.

EDUCATION and/or EXPERIENCE:

- BS/BA degree preferred; or
- +5 years related experience
- Current APICS certification preferred, CPIM, CSCP, or CFPIM

LANGUAGE SKILLS:

- Ability to read, write and speak English
- Ability to compose reports, correspondence and documentation as well as publish results.
- Excellent verbal and written communication skills

MATHEMATICAL SKILLS:

- Ability to create and utilize mathematical formulas employed in the development of spreadsheets to present relevant data and information.
- Knowledge of basic addition, subtraction, division and multiplication of numbers required. Familiarity with or aptitude to quickly learn and apply statistical tools commonly used in planning and inventory management.

REASONING ABILITY:

Ability to logically define problems, collect data, establish facts, draw valid conclusions, and make recommendations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; to sit, stand, walk; and to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

- Lifting Requirement: 20 pounds
- Lifting Limitations: 50 pounds

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.