



SUPPLY CHAIN ANALYST

Job Description

Department: Warehouse

REPORTS TO: Operations

PURPOSE: The Supply Planning Analyst executes the forecasting and inventory planning process for Seacret's Product and Accessory Supply Chain in support of Seacret Spa and Seacret Direct sales channels. This entails consolidating company forecasts, project forecast inputs and demand history and facilitating discussions with Sales to generate a rolling 12 month sales and usage forecast for all product equipment and accessory skus. This forecast, in addition to other inputs such as lead times, order quantities, target fill rates, etc., is then used to determine target inventory levels, and develop a purchasing forecast for product, component, and accessory suppliers. The key performance indicators for this role are optimized inventory stocking levels (KPI: inventory turns) to meet customer service objectives (KPI: line item fill rate).

SUPERVISORY RESPONSIBILITIES: None

DUTIES AND RESPONSIBILITIES:

Leverage forecasting and inventory planning systems to generate 12-month rolling demand forecast and purchasing plans, target stocking levels and daily recommended purchases.

- Ensure that critical forecasting and inventory planning inputs and parameters are updated in planning system (customer forecast, new product introductions, lead times, stocking status, etc.)
- Collaborate with Sales & Marketing, Customer Operations and Procurement Project teams to ensure that project demand inputs are appropriately represented in demand plan.
- Extract and analyze system data (with Excel, Access, SAP Business One) in order to identify and recommend improvements to supply chain metrics and performance standards using research, supplier relationships, industry knowledge and best practices in order to secure benefits for Seacret, suppliers and/or customers (e.g., cost savings, new technologies and innovations, operating efficiencies).
- Generate shipment, purchases and inventory reports, as well as inventory turns and forecast accuracy metrics for weekly and monthly business monitoring. Analyze performance data to identify opportunities for improvement and recommend needed solutions and process changes.
- Evaluate and adjust inventory-stocking levels based on past order history and performance levels in order to optimize costs and service. Analyze inventory levels to identify and make recommendations regarding excess and obsolete inventory.

- Coordinate and generate content for weekly and monthly Sales and Operations Planning meetings to review forecast, inventories and relevant performance data, and reinforce core competencies in order to maximize supply chain performance.
- Identify and recommend improvements to supply chain metrics and performance standards using research, supplier relationships, industry knowledge and best practices in order to secure benefits for Seacret, suppliers and/or customers (e.g., cost savings, new technologies and innovations, operating efficiencies).
- Develop analytical tools and reports (e.g., staffing models, rate models, procurement models, inventory models, stewardship models) in order to manage supply chain performance.
- Provide forecast to Suppliers using specialized software (e.g., operations planning software) in order to improve production planning and materials procurement.
- Establish guidelines for customers and suppliers in order to manage circumstances when demand exceeds capacity (e.g., prioritizing which customer receives shipments) by providing clear communications to all parties to advise them of the situation.
- Implement process improvement initiatives (e.g., supplier or customer business processes and practices) in order to benefit the Coca-Cola system and suppliers or customers by directing supply chain activities, involving external suppliers, functional peers, account teams and/or cross- functional teams.
- Formulate or execute contingency policies/programs with suppliers (e.g., supplier carrying additional safety stock, first right to production capabilities, additional shifts or overtime, alternate providers) in order to ensure continuity of supply or address unexpected threats to supply chain fulfillment.

QUALIFICATIONS:

This person must be a self-starter, a quick learner and must have superb communication and influence skills, a positive attitude and a thirst for personal growth. Razor-sharp analytical skills and excellent MS Excel/Access skills are required (especially the ability to identify trends and drawing conclusions from vast amounts of data).

SKILLS:

Experience using forecasting and inventory planning systems like SAP APO, etc. is desirable.