



## Job Title: Director of Forecasting/S&OP

Exempt:

Yes

Reports To: VP of Operations

### Summary:

The Director of Forecasting/S&OP uses historical sales data, market data, and coordinates input from Sales, Marketing and Operations to develop and implement an S&OP plan . This person must be comfortable working in a high SKU intensive environment and be able to extract and analyze data across multiple systems.

### Responsibilities:

Basic Functions/Daily Activities include but are not limited to:

- Review historical sales trends, prepares inventory forecast data and directs the operational planning process
- Develops and is accountable for metrics associated with inventory service levels
- Elevates level of Supply Chain excellence by developing tools and introduces best in class technology that enhances the ability to understand demand and executing plans
- Develops inventory level expectations and is held accountable for maintaining those levels
- Develops inventory strategies, processes and information to optimize customer, transportation and production requirements. Analyzes the results and effectiveness of strategies and adjust accordingly. Performs detailed analysis that compare the alternatives and substitutes
- Lead the S&OP management reviews with senior leaders including CEO, CFO, SVP's.
- Provides appropriate input into business strategy development, long term planning, annual budgets and monthly forecast
- Manage and executes inventory plan that minimizes that minimizes cost, working capital and storage requirements
- Support supply chain organization in projects and activities matching experience and skill set

### Job Requirements:

1. **Required Education:** Bachelors degree in business, supply chain, engineering or related field
2. **Desired Education:** Master's degree in Supply Chain Management or APICS Certification is preferred
3. **Required Experience:** At least 5+ years experience in operations, supply chain management in retail / distribution environment



**4. Knowledge Required:** Knowledge of demand and inventory planning, working capital, sales and marketing procedures, finance and accounting principles, and order flow management is essential. Knowledge of business practices is also critical

### **Skills/Characteristics Required:**

1. Strong analytical, financial and problem-solving skills
2. Strong attention to detail and organization skills
3. Make quick decisions using good judgment
4. Strong people management, training and development skills
5. Strong oral and written communication skills
6. The ability to lead and motivate a cross-functional team
7. Build and maintain relationships with staff, vendors and customers using excellent verbal and written skills
8. Proven track record in sourcing, consulting, or a productivity improvement role, incorporating project management responsibility
9. Minimal travel is required

### **Physical Demands:**

Sitting dominates most of the responsibilities. However, a certain amount of walking and or standing may occasionally be necessary.

Responsibilities require keyboarding activity and/or manual manipulation of a computer mouse with either hand. This includes repetitive motion with wrists, hands and/or fingers. The position consists of approximately 80-90% computer work which involves extensive viewing of a computer monitor. It is also necessary to possess the ability to speak and hear (with reasonable accommodation) in order to exchange detailed information both face-to-face and via phone to customers, vendors, employees and others.

Responsibilities require the ability (with reasonable accommodation) to see and read handwritten and typed documents.

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