



Position Title: *Planning Analyst*  
Reports to: *Demand Planning Manager*  
Classification: *Exempt*

*Position Description*

The Planning Analyst will report to the Demand Planning Manager and work closely with the Sales Analytics team and Key Customers on assigned categories to upload projections, create and manage planning tools, balance inventory, and create weekly reports to provide transparency. The analyst will also work closely with the scheduling department to identify opportunities to maximize plant efficiency. Must have analytical and problem-solving skills as well as the ability to work in a team-based environment and drive project schedules.

*Key Responsibilities*

1. Collects, analyzes, and interprets data all for assigned categories to ensure data driven decisions.
2. Analyzes revenue and inventory trends to provide monthly projection updates in support of the SIOB process
3. Analyzes the output of plant run hours/efficiency to ensure synchronization of the master schedule and demand plan.
4. Supports capacity models and equipment utilization reviews
5. Predict future inventory needs, producing buy plans derived from forecasts and sale and usage data.
6. Plan inventory flow to ensure the plant and distribution center are optimally stocked based on provided budgets.
7. Forecast monthly inventory balances providing variance analysis and recommendations to get back to targets
8. Supports Demand Planning Manager in analyzing and reporting key materials metrics
9. Provide input to the annual business planning process
10. Supports Scheduler as back up in the development of daily production schedules.
11. Provides input to increase ERP utilization.
12. May be required to perform other duties as assigned or as needed with the evolution of the department

*Qualifications*

1. Bachelor's degree in business or supply chain management; an emphasis of supply chain analytics preferred
2. A minimum of 3 - 5 years of supply chain experience
3. Knowledge of statistical forecast tools, modeling and processes
4. Working knowledge of inventory optimization techniques
5. Proficient in Excel
6. Knowledge of SQL preferred, but not required
7. Experience working with ERP systems such as Epicor, Oracle, SAP, Manhattan, etc.

Department: Supply Chain  
Document Date: 1/24/22

Travel

Up to 10% travel may be required. Must have a valid license and passport and willingness/ability to travel outside of North America.

Work Environment

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

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. This is a largely sedentary role; however, some kneeling, bending and standing is required as necessary.

Position Type/Expected Hours of Work

The standard workweek is forty (40) hours. Workday lengths for exempt associates are determined primarily by the hours required to accomplish their current workloads. General business hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his or her department.