



Position Title: *Sales Planning Analyst*
Reports to: *Business Analytics Manager*
Classification: *Exempt*

Position Description

The Sales Planning Analyst will manage and coordinate all aspects of sales reporting and forecasting. The successful candidate will be responsible for conducting high-level analysis of sales, forecasting and inventory management. This position will work closely with the Business Analytics and Sales Operations teams to assist in pricing and quoting analysis and utilize analytical experience to work cross-functionally with other teams across the business.

Key Responsibilities

1. Collaborate within the team to maintain or develop key department wide processes; including Key Performance Indicators, quoting history and margin standards.
2. Develop customer-centric analytics to inform/direct the sales organization's strategy and decision-making.
3. Responsible for routine forecasting & reporting requirements. This includes the monthly sales and bookings forecasting, as well as, working with the planning teams to develop the demand planning fabric forecasts.
4. Responsible for the weekly and monthly Sales reporting and data analysis, as well as, various ad hoc reporting on multiple types of inquiries. Reporting requirements may include presentations to the executive management team.
5. Collaborate across departments to work through strategic initiatives.
6. Other duties as assigned.

Competencies

1. Cross collaboration skills via excellent verbal, written and organizational skills.
2. Results oriented with the ability to conform to shifting priorities, demands and timelines, as well as, manage and prioritize individual team goals and deadlines, in order to ensure company deadlines are met, and strategic initiatives are continually supported.
3. Advanced knowledge and experience with Microsoft Excel and/or other database software as appropriate.
4. Knowledge and experience with data visualization tools.
5. Some knowledge of SQL language and/or Forecast Pro is a plus. Sales analyst will need to take continuing training offered by the company as available.
6. Accountable for accurate and on-time reporting and analysis of key organization information (forecasting, KPIs, trends, etc.) and achievement of sales and strategic objectives.

Department: Customer Engagement
Document Date: 8/20/20
Location: Cincinnati, OH

Supervisory Responsibility

No.

Qualifications

1. Bachelor's degree (preferably in business) from an accredited institution. MBA a plus.
2. 3 + years of sales forecasting, business intelligence and/or data analytics experience, preferably within a retail or manufacturing environment.
3. Proficient knowledge of all Microsoft Office Suite products (Excel, Outlook, Word, PowerPoint).
4. Experience using data visualization tools (Epicor EDA, Power BI, Qlikview, Tableau) preferred.
5. Some knowledge or experience of SQL and/or Forecast Pro is a plus.
6. Valid driver's license and willingness/ability to travel.

Travel

Some travel is expected for this position. Must have a valid driver's license and willingness/ability to travel outside the U.S.

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.