



Job Description: Inventory Planning Analyst

Overview

- To control the inventory within the area through the daily performance and analysis of cycle counts and production control methods.
- To reconcile daily production and blend orders and to confirm the accuracy of shipping and receiving activities.
- To investigate discrepancies in the hand-held system, reconcile differences against on-hand balances in JDE/SAP and report hand-held usage deficiencies to appropriate supervisors.

Main Responsibilities

- Manage all third party produced items stored at and shipped from the facility.
- Manage the execution of the plant physical inventory.
- Manage the plant & local outside warehouse inventories to ensure accuracy.
- Responsible for reporting and managing disposition of the NSP inventory, both in-house and within the local area.
- Responsible for gathering and collecting data and generating various reports concerning shipping and receiving activities, as required, for KPI tracking, the MOR, and for use by key stakeholders.
- Responsible for conducting ad hoc analysis related to warehouse efficiency including velocity slotting, optimizing flow, and implementing the required changes.
- Manage Cycle Counts, reconciliation, and reporting of same per Cycle Count Schedule.
- Perform required inventory adjustments after research into the cause of a discrepancy in the Handheld System.

Other Responsibilities

- Interfaces with all necessary plant personnel in scheduling of all order shipments into and out of the plant, including stock transfers, and all outbound packaged goods and raw materials, both to customers and other locations. Participates in reviews on system improvements and provides timely feedback on issues.
- Interfaces and acts a liaison between the plant and demand planning to resolve issues.
- Generates daily, weekly, and monthly reports as directed by plant management. Examples are activity reports, problem descriptions, number of shipments, short shipments, In-Full-On-Time accuracy, etc.
- Provides coverage for the Customer Fulfillment Coordinator when out of the office.
- Works with the plant Facilitator's and Material Handlers on warehouse organization to ensure FIFO and efficient product shipment.
- Responsible for the management of the 3rd party inventory needs for contract packagers & other production facilities.

- Organizes and makes the proper adjustments daily to streamline the build to order pallets.

Required Qualifications

- Bachelor's degree or equivalent experience in a manufacturing/inventory environment.
- Organized, self-starter that possesses good record keeping skills.
- Ability to make good business decisions while working in a dynamic business environment.
- Must possess excellent mathematical, analytical, and problem-solving skills.
- Excellent communication and interpersonal skills.
- Must have the ability and the desire to excel within a TEAM based organization.
- Computer proficiency in the following: Microsoft Excel, AS/400 mainframe, Showcase software, and JDE/SAP interfaces with AS/400 (menu navigation, word writer report generation)