

Manager, Forecasting, Planning & Procurement

Role Title:	Manager, Planning & Procurement	Incumbent:	
Manager's Title:	Chief Operations Officer	Manager's Name:	Susie Uramoto
FLSA Status:	Exempt	FT / PT:	Full - Time
Department:	Operations	Location:	San Rafael, CA
Position Number:		Salary Range:	

PURPOSE OF ROLE *(In one sentence - why does the role exist?)*

A highly visible supply chain role that is accountable for the development, implementation and on-going management of the demand forecasting, inventory planning and procurement functions for Mighty Leaf Tea (MLT). This position requires a strategic thought leader responsible for development of Sales & Operations Planning process and global inventory strategies, as well as a hands-on professional responsible for developing and executing demand, supply & production plans to enable MLT to meet sales and service objectives. Collaboration with other members of the supply chain, sales, marketing, and customer support teams is paramount to achieve these sales and service objectives.

DIRECT REPORTS

1. One (1) Buyer / Planner

KEY RESPONSIBILITIES & ACCOUNTABILITIES include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned:

- Designing and generating weekly and monthly statistical forecast reports
- Continuously improving forecasting techniques, method, and approach
- Relating and measuring the impact of forecast accuracy
- Evolving and maintaining documentation and standard operating procedures for demand planning processes and systems
- Conduct current and future forecasting analysis, insuring forecasting processes and methods are followed
- Assemble and analyze all data pertinent to creating the sales forecast (historical sales, market trends, seasonality, promotions, and eventually tier 1 account POS and inventory levels)
- Establish and utilize best methods (statistical models and software tools) in creating forecasts and respective inventory targets
- Make recommended adjustments to forecast and inventory targets based on changes in demand and market trends
- Develop and lead Sales & Operations Planning process and meetings, reviewing recommended sales forecasts and inventory goals (emphasis on brand transitions, new product introduction, and promotions)
- Develop & manage inventory targets (including safety, cycle and buffer stock levels) that are approved by management
- Prepare, report, and communicate forecast and inventory measurements to management (forecast accuracy, inventory plan vs. targets)
- Monitor SKU levels and recommend SKU rationalization initiatives in the future
- Manage production weekly, monthly and annual production forecasting, scheduling and planning with key co-packers & suppliers

QUALIFICATIONS & EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, behaviour, experience and/or abilities required.

<p>Qualifications:</p>	<ul style="list-style-type: none"> • 4 year college degree (Business, operations, supply chain or related field) • 5+ years experience in forecasting, procurement and planning • APICS Certification desired • Strong analytical abilities • Strong knowledge of demand forecasting & planning process within Food and Beverage or Consumer Packaged Goods Industry • Hands on experience with demand management/forecasting tools (e.g. - Manugistics, Forecast Pro, MRP systems), S&OP and IBP processes, forecasting processes in sales, marketing operations, finance, and manufacturing • Hands on experience with statistical based demand forecasting, DRP/MRP functionality • Depth of understanding of demand forecasting and supply / inventory planning principles & fundamentals • Effective communication and team building skills • Detail oriented • Extreme accuracy • Knowledge of turn rates • Knowledge of key inventory performance metrics, turns, margin contributions, etc. • Ability to lead and communicate cross-functionally • Collaborative skills in resolving long and short positions in inventory • Experience in managing product life cycle and executing sku rationalization
<p>Analytical Skills:</p>	<ul style="list-style-type: none"> • Self directed leader with ability to perform duties without close supervision • Ability to analyze and problem solve
<p>Communication & Interpersonal Skills:</p>	<ul style="list-style-type: none"> • Pleasant telephone demeanour, diplomacy, and strong verbal skills • Candidates should be team oriented with strong interpersonal communication skills • Strong written and verbal communication skills are required to interface with users effectively • Must be a person of high integrity, commitment, and possess a strong work ethic • Ability to maintain a positive work atmosphere • Highly organized, accurate, and detail oriented
<p>Technical Skills:</p>	<ul style="list-style-type: none"> • Experience using MAS 500 or other ERP statistical software packages, inclusive of MRP suite • Experience using Manugistics, Forecast Pro or similar statistical forecasting and supply planning tools • Extensive Excel analysis and strong mathematical abilities

WORK ENVIRONMENT: The physical demands described below are representative to successfully perform the essential job functions. The following percentages are given in terms of an eight-hour workday. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<p>Work Environment</p>	<ul style="list-style-type: none"> • 95% of time divided between meetings and desk work – will require long periods of sitting. • 5% of time will require walking, standing, bending and lifting • Must be able be available to work overtime during peak periods.
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KEY RELATIONSHIPS <i>(Who does the role interact with?)</i>	
Internal	<ul style="list-style-type: none"> Interaction with Customer Service, Sales, Finance, Production, Logistics and other departments on a daily basis
External	<ul style="list-style-type: none"> Interaction with co-packers, 3rd party warehouses and suppliers on a daily basis

KEY DECISION MAKING IN THIS ROLE: <i>(What are the key decisions made in this role?)</i>
<ul style="list-style-type: none"> Determine inventory strategy, including appropriate inventory targets and inventory / distribution locations Determine sku rationalization candidates & provide proposals as appropriate to leadership

KEY CHALLENGES IN ACHIEVING GOAL(S): <i>(What are the key challenges faced by this role in meeting it's goals/objectives)</i>
<ul style="list-style-type: none"> Ability to communicate & collaborate with a broad variety of cross functional employees within MLT Ability to develop strategic direction in inventory & forecasting; while also operating effectively with tactical execution

APPLICATION PROCESS:
Contact Jane Brand (415) 491-2650x111, or Jane@mightyleaf.com