



Job Description

Title: Supply Chain MGR- DRP
(Demand Requirement Planning)

Dept.: Supply Chain

Exempt/Nonexempt:

Reports to: Dir. of Supply Chain

Full time/Part time: Full time

Effective Date: 5/1/2010

New Position: []

Position change: []

Pay Grade:

Survey Code:

EEO Job Class:

System Title:

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties; qualification and job scope, but not limited the incumbent or the organization to only the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

General Summary:

This position owns the core responsibility of managing the Demand Requirements Planning (DRP) function for the Manufacturing facility and Outsourced Production Vendors to optimize working capital investments while meeting defined corporate sales goals. Limited Sales forecasting for up to three national accounts using Collaborative Planning, Forecasting and Replenishment (CPFR) process is part of the overall job scope. The position is also responsible to manage the production plan to project on-hand finished goods inventory balances that do not exceed budget directives by performing the following duties:

Essential Functions:

- Role is central to the management of the DRP (Demand Requirement Planning Tool).
- On a daily basis communicate production requirements with factory production mgmt team ensuring that the production plan satisfies demand requirements.
- In conjunction with the DRP, review Sales Forecast for both brands to ensure timing and availability to meet customer requirements.
- On a daily basis communicate to US team any production constraints and impacts to customer requirements. Demonstrate Leadership across the sales and operations teams to escalate demand-supply imbalances and drive timely and profitable resolution
- On a monthly basis prepare the Financial Inventory Projections (detailed by month, brand, sku). Responsible for managing the production plan to project on hand Inventory balances that do not exceed budget directives.

- Prepare the annual financial budget plan, detailed by month, brand, sku, which covers production scheduling, factory purchases, and Inventory projections.
- Review excess inventory projections and implement a strategy to minimize excess inventory by cross-functionally working with Sales, Marketing and Operations.
- Lead the cross-functional effort with sales and factory in development and execution strategies to phase out discontinued models along with the introduction of new models.
- With the direction of the Supply Chain Mgmt Director, define Finished Goods Inventory strategy to optimize working capital against sales opportunities and forecast inaccuracies
- Limited travel to China to facilitate execution of long term Sales and Operations Plans for key seasonal time frames like New Product Launch and Holiday Sales.
- Use CPFR methodology to own forecasting and sales planning for up to three national retail accounts with full accountability to meet stated sales forecast accuracy and customer service goals

Secondary Functions:

- On going leadership in process improvement projects
- Process Mapping of Job Functions and Cross-Functional Processes
- Building and Publishing additional Analytics that aids senior management in measuring effectiveness of Sales and Operations Process

Job Scope:

This job has recurring work situations with occasional variations from the norm. Duties involve a moderate degree of complexity due to the nature of the work of a Supply Chain – Demand Requirement Planning Manager. Duties are performed under general direction; reporting directly to the Director of Supply Chain, using a variety of the field's concepts, practices, and procedures along with established guidelines. Relies on extensive experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected and the use of discretion is required. On a regular and continuous basis, exercises sound business judgment and assume responsibility for decisions, consequences and results having an impact on people, costs, and /or quality of service within the functional area. Errors in judgment, time management and level of professionalism effect the smooth and efficient operation of the Supply Chain department as well as the reputation of the department ultimately impacting management, customer and staff trust levels

Supervisory Responsibilities:

- None at this time

Interpersonal Contacts:

Continual contact with others is made both inside and outside the organization as he /or she works independently on a wide variety of tasks and responsibilities that may have significant financial and operational impact on the organizations reputation.

Specific Skills:

- Strong Excel and MS Office Skills

- Experience in using Business Intelligence tools like Business Objects is desirable
- Process-Mapping experience using applications like MS Visio is desirable
- Strong understanding of and exposure to supply chain concepts.
- Must be able to communicate supply chain objectives clearly and convey the benefits to the organization?
- Must be knowledgeable in planning and forecasting systems (MRP/DRP/ERP/CRM)
- Must demonstrate ability to communicate effectively both orally and in writing at all levels of the organization, customers, employees, contractors and vendors
- Excellent organizational and time management skills

Education and or Experience:

- Bachelors Degree in Supply Chain / Operations / Logistics / Finance from an accredited College or University; Masters Degree is desirable
- 2 year minimum supply chain management experience,

Job Conditions:

- Work is normally performed in a typical interior office work environment
- Normal hours are 9:00 am – 6:00 pm; hours may exceed more than 40 hours per week especially during times of special projects or peak business
- Ability to work with tight time lines on deliverables in an ever changing environment
- Flexibility for working within global business time schedule if needed
- Domestic travel is limited to less than 10%, possible international travel requiring a valid pass port

Physical Demands:

- Sitting in a normal seated position for extended periods of time
- Physical ability to occasionally stoop, bend, kneel, lift, push and carry items continuously being mobile, frequent walking
- Ability to perform repetitive motions with hands and wrist i.e. typing on a keyboard
- Reaching by extending hand(s) or arm(s) in any direction
- Ability to see within normal parameters

Special Equipment:

- Multi-line phone
- Computer
- Microsoft Office Professional Suites software
- Business Intelligence tools like Business Objects
- MS Visio or similar mapping software applications
- Product Samples