



**Position: DEMAND INVENTORY PLANNER**

**Location:** Concord, CA, USA

**Reporting to:** Gigi Reynolds, Director of Product Development and Management

**Hours:** Mon. - Fri., 8:00 AM – 5:00 PM

## **JOB DESCRIPTION**

### **COMPANY OVERVIEW**

Regal Art & Gift, Inc. is a dynamic wholesale distribution company in the gift, home, and garden décor industries. Exclusive product designs and a professional sales and marketing strategy have helped the company grow dramatically over the past 30 years to become a leader in the industry ranking in the top 5-10 companies in its product categories. The corporate headquarters are in Concord, CA, with a Distribution Center in Olathe, KS.

### **JOB DESCRIPTION:**

The Demand Planner is a core supply chain function supporting the Director of Product Management in forecasting, analysis, purchasing and inventory management activities. The ideal candidate is passionate about data analysis and is relentless in optimizing inventory productivity, capture upside potential and ensure maximum in stock positions. This is a highly integrated position interfacing with the different internal departments and with our dedicated sales force.

### **PRINCIPAL RESPONSIBILITIES:**

#### **Inventory Planning/Management**

Manage demand and inventory planning for all items. Prepare and analyze inventory reports based on sales forecast, allocations, booking curves and write factory purchase orders for appropriate products and quantities. Establish and utilize best methods in creating forecasts and respective inventory targets for different categories. Make recommended adjustments to forecast and inventory targets based on changes on demand and market trends.

#### **Out of Stock, Overstock and Slow-Moving Inventory**

Analyze and identify products that are overstocked and/or slow moving. Prepare as needed out of stock reports. Recommend ways to turn the inventory efficiently and effectively including flash sales and other promotional recommendations.

#### **Sales Analysis**

Prepare various reports and analysis to properly analyze company sales & trends of products, life cycles. Prepare reports to analyze top & bottom selling items, product types/categories, themes, and other reports that help the Product Development team prepare assortment strategies.

#### **Forecasting**

Re-forecast all items monthly based on sales history and open orders. Recommend vendor order adjustments based on sales trends, inventory adjustments, quality issues etc. Work together with the Director of Product Development and Sales to appropriately forecast new item sales by item, category and total company sales based on historical data, economic factors, and new product forecast. Attend Line review and provide ad hoc analysis as needed.

### **QUALIFICATIONS:**

- Min. 5 years' experience in inventory planning, analysis, forecasting and purchasing. Wholesale experience and retail planning preferred.
- Strong Proficiency in MS Excel and experience in large data sets are essential.
- BA/BS degree in Economics or Finance preferred in addition to 3-5 years work experience
- Astute proficiency in analyzing sales, forecasting and order writing.
- Strong analytical, organizational, communication and computer skills are essential

- Enjoy math and have strong numbers and logic skills
- Work well with multiple cross functional teams
- Detail oriented with strong sense of accuracy.
- Knowledge of Great Plains software a plus.

**PERMANENT POSITION SALARY & BENEFITS:**

- Salary commensurate with previous work experience
- 7 Paid holidays
- 15 days PTO (Personal Time Off) per year
- Health, Dental, Vision and Life Insurance
- 401(k) with Company Matching
- Generous discounts on company products