

JOB DESCRIPTION

DEPARTMENT: Inventory & Warehouse

MANAGER:

Craig Lansley

JOB TITLE: Inventory Planner

DATE UPDATED:

12/04/2019

Company Background:

Creative Materials Corporation (www.porcelaintile.com/www.creativematerialscorp.com), established in 1993, specializes in the supply of architectural tile and natural stone to the commercial construction industry. With corporate offices in Albany, NY and established markets across the U.S., Creative Materials represents hundreds of manufacturers of interior and exterior finish materials worldwide and excels in the promotion and specification of said materials with architects, interior designers and multi-unit corporate brands. With a focus on large commercial projects and multi-unit national account brands, Creative Materials is able to provide its clients with a unique value proposition including dedicated service teams, project management and superior logistics services ensuring that the supply of its building materials to complex commercial construction projects is achieved on time and on budget.

Creative Materials closely manages all projects from the initial design and specification stage to ordering and delivery of material. The company also provides value-based information on installation and maintenance. Logistics, customer service and sales departments are all integrated and create an attentive and dedicated team that proactively responds to the client and understands the entire design, development and construction process.

Location: Albany NY

Summary:

Reporting to the Director of Client Services, this position plays an important individual contributor role in the management and successful servicing of our Corporate Accounts division. This role requires a proactive and extremely organized professional who takes ownership of his/her responsibilities with a heavy emphasis on creating effective inventory plans for the company's corporate accounts using a supply chain strategy that has a positive impact on the company's profit margin. The Inventory Planner works in a fast-paced environment where the ability to multi-task on numerous time-sensitive tasks simultaneously is a must.

Responsibilities:

- Develop effective forecast models based on trends and demand patterns.
- Facilitate meetings with Client Services to obtain the forecast and develop demand planning for inventory replenishment for the company's corporate accounts.
- Successfully communicate forecast and inventory estimations to management.
- Support management with risk assessments and mitigation activities.

- Address demand-related issues in a timely and effective manner, develop and execute recovery, advise interested parties of the status and recovery plans.
- Create Blanket Purchase orders and hold purchase orders for production purposes.
- Routine follow up and communication with the factories to ensure stock availability at the factories to include reviewing inventory reports and production schedules provided by the factories.
- Conduct monthly forecast maintenance.
- Create and update items in our ERP system as needed for corporate accounts to include, but not limited to, assessing the average usage per sku, updating packaging changes made by the factories, working with finance to categorize as active/inactive etc.
- Prepare a daily inventory replenishment report which provides decision-making on daily purchasing needs.
- Attend monthly Global Inventory meetings and report on important changes and business strategies.
- Participate as required in annual or periodic physical inventory counts.
- Perform other related duties as assigned.

Skills and Qualifications:

A degree in business, supply chain logistics or similar is a plus, however, a solid understanding of inventory management practices and procedures through years of experience is acceptable as well. Strong mathematical and statistical knowledge. Strong competency in standard MS Office applications, especially Word and Excel.

Communication skills: The ability to convey information to coworkers and vendors effectively and efficiently on a regular basis.

Critical-Thinking Skills: Making reasoned judgements that are logical and well-thought out that will lead to plans of action and execution.

Organizational Skills: The ability to organize and prioritize to work through multiple tasks simultaneously to ensure quality completion while maintaining a high attention to detail and a keen ability to function in a constantly changing environment, which require rapidly shifting priorities.

Problem-Solving Skills: A proven track record of success with both individual and collaborative problem-solving, showing demonstrable evidence of sound judgment and decision-making. The ability to be ready when problems arise or be ready to anticipate problems before they happen.