



## Job Title: Director of Inventory Planning

Exempt:	Yes	Reports To:	VP of Operations
Salary Range:	Commensurate with experience	Department:	Operations

### Summary:

The Director of Inventory Planning must be comfortable in a high SKU intensive environment and must be analytical and be able to extract and analyze data across different systems. This position will include maintaining inventory levels of 1000's of discrete SKU's across multiple warehouse facilities while managing 3-4 staff employees.

### Responsibilities:

1. Develop and use advanced functions in Excel while moving data back and forth between Excel and ERP systems
2. Ability to identify slow moving inventory and develop plans to reduce the inventory
3. Report and manage service levels (in-stock) across various products and warehouses
4. Increase inventory turns through enhanced systems, increase supplier dropships and reduce excess inventory
5. Manage the inventory team, ensuring annual objectives are clearly set, monitoring progress to objectives and driving talent management for the organization
6. Strong process orientation and the ability to develop management and reporting tools to monitor and control high SKU environment
7. Reconcile purchase orders monthly, review vendor's invoices as needed, maintain credit memoranda and other maintenance tasks
8. Work with the distribution centers to insure timely receipt and stocking for all received products and resolve inventory issues
9. Manage the staff to ensure they review and maintain product descriptions and data for style master files and website set-ups on stocked SKU's
10. Develop, communicate and deploy global category strategies to ensure achievement of quality, delivery, cost containment and process improvement are in close alignment to stakeholders
11. Facilitate weekly discussions on scheduled purchases and receipts to maintain optimum service levels at minimum inventory levels
12. Work with suppliers to improve current performance and develop new opportunities and competitive tendering of all contracts
13. Communicate and engage senior management on opportunities with suppliers to secure necessary buy-in for sourcing projects



## Job Requirements:

1. **Required Education:** Bachelors Degree in Computer Science, Accounting or Math/Statistics
2. **Desired Education:** Masters Degree or Bachelors Degree in accounting and or IS
3. **Desired Technology:** MS Office Suite, Excel Expert and Demand Software. Demand Planning and Inventory Management
4. **Experience Level:** 2-5 years experience in inventory. Experience in using inventory management and demand planning tools. Apparel experience or familiarity with style-color-size a plus
5. **Preferred Experience:** Background in Inventory Planning, Accounting, statistics and or IT a plus

## Skills/Characteristics Required:

1. Strong analytical, statistical, and computer science knowledge
2. Multi-task oriented
3. Make quick decisions using good judgment
4. Strong people management, training and development skills
5. Build and maintain relationships with staff, vendors and customers using excellent verbal and written skills
6. Proven track record in sourcing, consulting, or a productivity improvement role, incorporating project management responsibility
7. Minimal travel is required

## Physical Demands:

Sitting dominates most of the responsibilities. However, a certain amount of walking and or standing may occasionally be necessary.

Responsibilities require keyboarding activity and/or manual manipulation of a computer mouse with either hand. This includes repetitive motion with wrists, hands and/or fingers. The position consists of approximately 80-90% computer work which involves extensive viewing of a computer monitor. It is also necessary to possess the ability to speak and hear (with reasonable accommodation) in order to exchange detailed information both face-to-face and via phone to customers, vendors, employees and others.

Responsibilities require the ability (with reasonable accommodation) to see and read handwritten and typed documents.

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Please contact Lindsey Hartman if interested, [lindseyh@tscapparel.com](mailto:lindseyh@tscapparel.com) or call: 1-800-289-5400 X 2630.

