

Position Profile: The Operations Analyst will provide data driven insights that enable and enhance CURiO's analytical capabilities and SIOp processes. The Operations Analyst will be responsible for developing dashboards, tools, and reporting capabilities that functional leaders within the operations organization need to execute efficiently and effectively. These analytics and insights will be leveraged by cross-functional teams as well as Senior Leadership to support strategy development and decision making while assessing and improving current business performance. This role will often be embedded in the business, working with leaders and teams throughout the organization to solve ambiguous problems, develop new processes, capture data, action upon it, and enable others to do the same. You will be handed messy data regarding complex problems with general guidance about what insights would be helpful, but little prescriptive direction on next steps or how to solve the underlying issue - if that sounds overwhelming this role is not for you, but if this excites you it's a unique opportunity for the right candidate to make an immediate impact and develop quickly in your career.

Work Responsibilities:

- Work deeply within data and systems, becoming intimately familiar with how our business systems (ERP, MRP, WMS, etc.) function
- Leverage data from the multiple sources and systems to create insights and analytics leveraging tools like Excel, SQL and PowerBI that equip functional teams with insights and tools to measure and improve their processes
- Create systems and reports that enable efficient internal data communications in support of our SIOp Process
- Execute scrappy analyses on short timelines to answer questions quickly, while also identifying and developing more scalable solutions that will make CURiO successful in the long term
- Collaborate across functions and learn CURiO's business top-to-bottom. You will engage with Supply Chain, Manufacturing, Customer Experience, Finance, Engineering, Brand Marketing, Sales, and more.

General Responsibilities:

- Supports the CURiO Cornerstones. Strives to care for our customers and employees by exhibiting behaviors consistent with our mission and values.
- Follows all policies and procedures of the company. Works cooperatively with all departments, maintaining a positive work atmosphere by acting and communicating in a manner that promotes cooperation with co-workers, supervisors, and managers.
- Actively seeks individual development by flexing into projects and initiatives that enhance your existing skillset(s). Keep up to date with the latest best practices, trends, concepts, and regulations in the specific job area.
- Manage time effectively, meet personal goals and work effectively with other members of the team to meet CURiO goals.

Minimum Qualifications

- Bachelor's Degree or equivalent experience
- 2-3+ years of experience working in a omnichannel retail and/or manufacturing within supply chain, internal operations, or business analyst role.
- Experience supporting forecasting, inventory, demand, sales, or other business planning analysis

Computer and/or software qualifications:

- Advanced level of proficiency in Microsoft Excel
- Experience with information systems, data, BI/Data Visualization, reporting, analytics, and coding
- Experience working in an enterprise level, database design software (ERP)

Core Competencies:

- Strong analytical capabilities with a healthy dose of creativity in aggregating data across disparate systems, software programs, and other computer applications
- Energy from being a thought partner for others, excited to spend time translating operational problems into data problems, and then supporting the functional teams that execute on your recommendations
- Comfortable with competing priorities and providing ad-hoc reporting requirements and analysis in Excel, PowerBI or SQL.

- Proactive nature, self-driven and relentless. You don't need someone to tell you to "move," you just move. A self-starter who can drive projects and execute results with minimum supervision
- Strong presentation skills that facilitate clear, efficient exchange of information. An effective communicator with the ability to articulate technical concepts in a clear and concise manner.
- Technical proficiency and the ability to collaborate and convey complex information to non-technical end users across multiple functional areas.
- A quick learner who is passionate about solving complex problems and system inefficiencies.
- Inquisitive and constantly seeking answers
- Ability to speak candidly at all levels about tough issues facing the organization while influencing the work of others and maintaining confidential company data

Travel Requirement: less than 5%

Hybrid Working Environment and Physical Demands:

- General office or home office environment: Works at a desk in a well-lit, air-conditioned cubicle/office/home office, with moderate noise levels.
- Ability to sit for hours at a time, viewing computer monitor on a constant basis. Some walking and standing relative to interaction with other personnel.
- Occasionally required to lift and/or move items weighing 10 – 15 pounds.
- When in a facility, occasional exposure to dusty and fragrant conditions, varying temperature levels, work near moving mechanical parts, and high noise environments is possible.

*** Note: This job description does not restrict CURIO's right to assign or reassign duties or responsibilities to this job at any time. This document does not create an employment contract, implied or otherwise. It does not alter the "at will" employment relationship between the company and the employee.*