

**Position Profile:** The Demand Planner will develop and maintain an item-level demand plan using statistical tools, intelligence gathering and internal/external collaboration (via sales, marketing, finance, customer, retailer replenishment data, and other sources). The Demand Planner tracks performance and provide analysis of actual sales results versus demand plan and work closely with the brand and sales teams to identify trends and refine the demand plan. Primary responsibilities will include participating as a leader in establishing a S&OP process and as a key contributor in external facing customer / key account monthly demand planning meetings.

**Work Responsibilities:**

- Prepare product demand forecasts for product lines and customers using statistical forecasting methods.
- Prepare and maintain a rolling 12-month forecast by SKU that is a combination of the extended forecast for all active / inactive items (in transition) with input from Design & Innovation, Brand Leaders, and Channel Leaders.
- Develop the aggregate demand plan and support assumptions of product lines for the monthly sales and operations planning process.
- Lead and coordinate the monthly Sales & Operations Planning process with the Brand and Channel Leaders, Purchasing and Scheduling in support of a review with the CURiO Senior Leadership Team.
- Ensure forecasting accuracy between any 3<sup>rd</sup> party forecasting modules and the CURiO ERP system.
- Measure and report forecast accuracy at the brand, channel, customer, and item levels.
- Monitor, analyze, and provide sell through data to the sales, customer operations, finance, and marketing departments.
- Provide input to the Supply Planning organization in developing inventory strategies on existing items, new products, and product phase-outs.
- Coordinate and communicate customer action plans and forecasts with supply planning.
- Provide analysis and support for SKU rationalization. Manage the integration of information between various systems as well as ensure that new product and discontinued product are added or removed from the forecast.
- Build strong business relationships with customers, and internal sales, customer operations and brand teams.
- Track lost sales due to inventory constraints for future year modeling.
- Drive continuous improvement of the forecasting process to be used in conjunction with our annual planning process. Assist in the resolution of issues involving order promising, deviations to planned inventory levels, establishment and utilization of safety stock, and customer delivery difficulties.
- Participate in the development and evaluation of what-if simulations to resolve demand/supply imbalances

**General Responsibilities:**

- Supports the CURiO Cornerstones. Strives to care for the customer 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 seek individual development through taking advantage of opportunities for skill enhancement. I 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.
- Follows all safety guidelines and polices. Makes supervisor/manager immediately aware of any observed safety issue. Keeps work area clean, safe, and organized.

**Minimum Qualifications**

- Bachelor's Degree or equivalent experience
- Three years of experience in a forecasting or planning-related field

**Preferred Qualifications:**

- Experience forecasting in a customer facing role for a consumer-packaged goods organization
- Experience in a manufacturing environment is a plus.

**Computer and/or software qualifications:**

- Intermediate level of proficiency in Microsoft Word, Outlook
- Advanced level of proficiency in Microsoft Excel
- Experience working in an enterprise level, database design software (ERP)

**Core Competencies:**

- Skill in developing and applying different forecasting methods.
- Ability to speak candidly at all levels about tough issues facing the organization.
- Strong individual leadership skills.
- Highly collaborative with internal and external stakeholders and partners.
- Ability to lead and participate in cross functional teams.
- Able to maintain effectiveness in a new and changing environment.
- Skill in using analytical software tools, data analysis methods, and other computer applications.
- Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Ability to quickly make sense of, combine, and organize information into meaningful patterns.
- Ability to demonstrate flexible and efficient time management and to appropriately prioritize workload based upon organization or departmental needs.
- Accountable to established deadlines and comfortable working in a high-pressure environment with competing demands.
- Ability to influence the work of others.

**Travel Requirement:** less than 5%

**Working Environment and Physical Demands:**

- Position requires extended work hours as necessary to meet seasonal deadlines. Performs other work as assigned.
- This role is remote eligible. In office environment includes generally working at a desk in a well-lit, air-conditioned cubicle/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.
- 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.*