Demand Planning Manager

CURiO™, a collective group of industry leading bath, body and home fragrance brands, filling everyday life with beautifully fragrant moments. CURiO™, is the home of Aspen Bay, Capri Blue and Thymes. We are a non-union multi-site company seeking a full-time **Demand Planning Manager**

**Job Summary:**

The CURiO Demand Planning Manager will develop and maintain an item-level demand plan using statistical tools, intelligence gathering and internal/external collaboration (sales, marketing, finance, retailer replenishment data, and other sources). The Demand Planning Manager tracks performance and provide analysis of actual versus demand plan and work closely with our sales and brand leaders to identify trends and refine the demand plan.

**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) and 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 in support of a review with the Executive Leadership Team.
* Measure and report forecast accuracy at customer, channel, and product levels.
* Monitor, analyze, and report sales data to the sales and marketing departments as well as customers.
* Provide input to the Supply Planning organization in developing inventory strategies on existing items, new products, and product phase-outs.
* Closely coordinate and communicate customer action plans 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 Infor Syteline MRP system.
* Build strong business relationships with customers, sales partners, and internal sales and marketing staffs.
* Drive continuous improvement of the planning process, including planning tools and methods.
* Be the day-to-day point of contact for the operations and sales teams to help manage change and balance supply and demand to achieve the optimal balance of customer responsiveness and supply stability.
* 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:

* 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.
* Maintain individual skills, keeping up to date with 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 and organized.

Staff Management:

* Participates in the selection of candidates to fill vacant team roles.
* Ensure each employee has a clear and thorough understanding of their role and responsibilities.
* Effectively orient new hires to roles and responsibilities, ensuring a positive and productive experience.
* Utilize the company’s performance management program as designed to align individual performance to overall performance objectives. Provide ongoing performance feedback. Identify and work with manager and HR to take appropriate action for non-performance.
* Ensure all CURiO communication is disseminated to the team in a positive and timely manner.
* Administer all internal policies and procedures in accordance with company, human resources, budgetary, and finance guidelines. Ensure accuracy of staff data records.

Position requires extended work hours as necessary to meet seasonal deadlines. May also require weekend work.

Performs other work as assigned.

**Minimum Qualifications**

* Education: Bachelor’s degree in Supply Chain Management or a related field
* Experience: A minimum of five years of experience in a forecasting or planning-related field
* Supervisory experience: Two years of experience in leading others in the accomplishment of company and department objectives.
* Certifications: APICS or IBF Certification

**Computer and/or software qualifications:**

* Intermediate level of proficiency in Microsoft Word, Power Point, Access Database
* Expert level of proficiency in Microsoft Excel

**Core Competencies:**

* Ability to quickly make sense of, combine, and organize information into meaningful patterns.
* Skill in active learning by understanding the implications of new information for both current and future problem-solving and decision-making.
* Skill in using logic, common sense and reasoning to identify the strengths and weaknesses of realistic solutions, conclusions, or approaches to problems.
* Ability to analyze complex information and develop plans to address identified issues and draw conclusions on a timely basis.
* Ability to build and maintain relationships with business partners.
* Ability to work successfully as a member of a team and independently with moderate supervision.
* Must have very strong attention to detail, be well organized, and systematic in working.
* Accountable to established deadlines and comfortable working in a high-pressure environment with competing demands.
* Strong understanding of business and finance principles.

**Preferred Qualifications:**

* Experience forecasting in a consumer goods environment.
* Experience in a manufacturing environment is a plus.
* Experience working in a fast-paced environment where common sense is consistently utilized.
* Experience with Infor Syteline ERP

**Travel Requirement**: Less than 10%

**Working Environment and Physical Demands:**

* General office environment: Works generally 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 and using telephone 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 work near moving mechanical parts and areas where equipment/product reaches high temperatures is possible.
* Occasional exposure to dusty and fragrant conditions, varying temperature levels, and high noise environments is possible.
* Periods of stress may occur