

Forecast Coordinator

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 **Forecast Coordinator**

Job Summary:

Key duties of the Forecast Coordinator are to: Input forecast data received from Sales / Marketing, Design & Innovation, monthly sales reports, or any other relevant source of information; review the resulting data and trend recommendations provided by SyteLine and accept or modify the recommendations; maintain the database related to the candle capacity requirements planning process; assist Demand Manager in roll-up of the forecast into the annual revenue plan; assist in the calculation of forecast accuracy; participate in the preparation of the monthly Sales & Operations Planning meeting.

Work Responsibilities:

Predict the active business direction of products that are forecasted, and help predict ways the company can achieve the required forecast and revenue goals.

- Maintaining forecasts in the system, either individual and/or working Operations Coordinators to:
 - clear exceptions on a prescribed basis
 - make directed modifications
 - enter customer specific projections and decrease trend models accordingly

Prepare and present reports, charts, and tables detailing market factors to company leaders

- Work with the finance, sales, marketing, and operations departments of the company for input to build and deliver the company revenue forecast
- Organize tabular arrays and graphical representations for the company leaders and report back to them to help communicate impact on company plans and programs.
- Active participant in the company's S &OP process.

Maintain familiarity with the process of estimating forecast error and application of tracking signals, to include selection of the most suitable model.

Self-analyze methodical procedures to devise new possibilities and means of enhancing a prognostic truth.

Observe and make sure that all work is executed with the Demand Planner within the given timeframe.

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.

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

Performs other work as assigned.

Minimum Qualifications

- Bachelor's degree or equivalent experience
- Experience in a manufacturing environment with a familiarity with ERP systems

Computer and/or software qualifications:

- Intermediate level of proficiency in Microsoft Word, Power Point, Access Database
- Expert level of proficiency in Microsoft Excel
- Requires familiarity in working within a database software environment

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:

- APICS membership and Certification a plus – CPIM / CSCP / CLTD
- Membership / participation in Institute of Business Forecasting

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