

INVENTORY PLANNER

POSITION SUMMARY

- The primary function of this position is to maintain inventory at levels that enable the company to meet its sales, profitability and customer service goals. The Planner maintains and communicates vendor lead times, SKU history and freight requirements in order to purchase distribution inventory in a timely and cost-effective manner.

ESSENTIAL FUNCTIONS

- Work closely with the buyer, branch managers, and sales teams to keep proper inventory levels
- Communicates correct SKU set up and cost with Inventory Support Administrators
- Responsible for correct cost on all purchase orders and invoices
- Analyze data reports from the inventory control software NxTrend
- Use data gathered from reports and personal judgment to make decisions on inventory purchases
- Maintain accurate ordering controls
- Travel to assigned distribution centers as needed
- Prepare reports to aid in the purchasing and expediting of material
- Correspond with suppliers concerning inquiries about lead times and order status
- Limited responsibility for purchasing and negotiation of products

QUALIFICATIONS

- Bachelor's Degree in Business or Supply Chain
- Experience working in a distribution or warehouse environment
- Experience using NxTrend or another inventory management system
- 3-5 years of experience in an inventory or procurement capacity
- Customer service oriented
- Strong communication skills
- Previous inventory management experience
- Previous experience with an inventory control software
- Intermediate Excel skills
- Ability to multi task and adaptable to change

REQUIREMENTS

- Ability to pass drug test and background verifications
- Must be at least 18 years of age
- Must have a valid Driver's License and an acceptable driving record