



TITLE: Planning Manager, Operations
REPORTS TO: Director of Operations
LOCATED: ICP New York Office, Remote during Covid
FLSA: Exempt

JOB OVERVIEW: This position is responsible for managing all aspects of materials and finished goods planning on behalf of the International Cosmetics & Perfumes (ICP) brands. This person will serve as the operations lead coordinating forecasts across the organization and synthesizing them into supply & demand plans in support of 3PL resource planning and vendor production planning to achieve sales and business goals. This position will also promote and maintain the intrinsic company culture that fosters the firm's core values of: Transparency, Responsibility, Accountability and Communication.

This role is focused on all channels and brands under the ICP umbrella; managing forecast aggregation, supply/demand planning, communication of forecasts to factories, assembly planning, liability strategies, and communication of inventory constraints to internal customers. This role is expected to build strong working relationships with both internal and external stakeholders.

CORE RESPONSIBILITIES:

- Lead the collection of annual demand plans by sku and synthesize them into monthly supply forecasts
- Communicate monthly supply forecasts to vendors in support of high fulfillment rates
- Develop & lead a monthly demand plan reforecast process and drive interactions with other areas of the business to ensure accuracy. Communicate reforecasts to vendors as needed.
- Track forecast accuracy by channel and discuss progress monthly with Sales Admin
- Act as close partner to Sales Admin for identifying monthly trends and bringing an operations perspective to the reforecasting associated with the trends
- Coordinate in-bound freight timing and quantities to 3PL for capacity planning
- Effectively contribute to the S&OP process by preparing and facilitating monthly S&OP Demand Reviews with Director of Operations
- Own the assembly planning process by coordinating capacity planning at assembly house and shipments to and from 3PL
- Identify process gaps within existing supply & demand planning framework and innovate solutions

REQUIREMENTS:

- Bachelors' Degree in business related field, commercial, technical, or administration
- 5-7 years of experience in supply or demand planning within a supply chain company
- Excellent knowledge of Sage 100 or comparable ERP
- Knowledge in Microsoft Office tools like Word and Excel
- Managerial courage to challenge positions above yours with an opposite point of view
- Excellent verbal and written communication skills
- Excellent organizational skills, skilled at prioritizing & multi-tasking, and ability to work with a high level of accuracy and under pressure
- Works independently with little supervision
- Excels in collaborative work and thinking, works well within a team
- Innovative & strategic thinker in approach to business
- Strong inter-departmental and inter-company relationships building
- Full understanding of guiding a culture to a best in class environment through best practices and process improvement
- Possesses strong leadership qualities and the ability to manage + motivate cross-functional partners
- Ability to work in an entrepreneurial, fast-paced environment while being adaptable to change
- Comfortable working with a small team and willing to take on new challenges/opportunities as they arise

Compensation includes competitive salary, health benefits, PTO schedule and 401K plan