

## Inventory and Replenishment Manager

### JOB DESCRIPTION

**Department:** Merchandising

**Reports To:** Vice President, Retail Merchandising

**Direct Reports From:** TBD (Super Users, Replenishment Specialists, Inventory Analysts)

**Type of Position:** Exempt (Salaried)

**Location:** Syracuse Office

**Job Code:**

**Travel:** Moderate travel required. Primarily stores and warehouse. Potential travel to industry conferences and vendors.

**Scope of Responsibilities:** Oversees the systems, processes and procedures of the supply chain and managing corporate inventory and replenishment. Responsible for training and development of subordinate staff, assigning work, setting goals and completion dates, ensuring consistent application of supply chain systems (DAX and PUR), development of reporting required by the organization to manage inventory and replenishment.

**Job Summary:** Responsible for the management of inventory levels and the flow of inventory from vendors to the warehouse and stores, including DSD and imports, until sold or otherwise disposed.

**Job Duties:**

- Manage the replenishment staff and replenishment processes.
- Ensure warehouse service levels and in-stock positions in the stores meet or exceed company goals while managing inventory levels to maximize turnover, maximize purchasing allowances and minimize cost of goods.
- Monitor and indirectly manage Direct Store Delivery (DSD) merchandise ensuring service levels, acquisition costs and inventory turn goals are met. This includes monitoring vendor performance of in-stock levels, inventory turns and supply chain costs for products on Vendor Managed Inventory (VMI) replenishment.
- Supervise the ordering processes of diverted merchandise to ensure the practices are in line with company goals..
- Monitor returned and damaged goods processes to determine causes, reduce costs and improve efficiencies.
- Work with key suppliers to identify best practices and establish efficient supply chain processes that can be duplicated across all vendors.
- Create reporting to measure and analyze items and vendors to ensure efficient supply chain practices are utilized and maximized.
- Work with warehouse personnel, category managers and vendors to improve replenishment processes and supply chain efficiencies.
- Manage the metrics, reporting and analysis of information necessary to too manage the replenishment process and inventory investment.
- Develop business improvement processes necessary to refine replenishment, item life cycle, promotional and seasonal planning, and the supply chain.
- Act as the business side expert for the DAX and PUR forecasting and replenishment systems,
- Work with Human Resources to develop and implement training for DAX and PUR “super users”.

**Job Skills Required:**

- Strong working knowledge of replenishment systems
- Ability to achieve effective strategic and tactical solutions to the complex business challenges, often requiring extensive detailed analysis and interpretation of large amounts of detailed information
- Planning skills necessary to develop effective business plans that reflect the company's goals

**Management Skills Required:**

- Customer Service: Must provide timely and accurate responses to all business associates and customers
- Planning: Must develop effective plans, objectives and goals that achieve desired results in a timely manner
- Organization: Must organize work in a systematic way, establish clear lines of responsibility, and delegate effectively
- Communication: Must write and speak clearly and effectively at all levels, listen and be attentive to others
- Decision Making: Gather, analyze data and make and/or implement effective decisions in a timely manner
- Technology: Must use technology to its fullest potential to achieve department and corporate goals

**Leadership Skills Required:**

- Leadership: Gains acceptance of ideas and accomplishes goals through subordinates, peers and teams
- Personnel Development: Selects, trains, coaches and develops associates and teams for peak performance
- Team Work: Must strengthen team performance by sharing information, establishing guidelines and celebrating success
- Empowerment: Demonstrates positive and active ownership of one's responsibilities and fosters the same in others
- Employee Relations: Provides and solicits constructive feedback, evaluates performance and takes corrective action

**Behavioral Traits:**

- Intuitive/Open minded: Must be able to see opportunities, develop and implement creative solutions to complex problems
- Achievement Drive/Commitment: Driven to achieve goals, objectives and results. Fosters a culture of continuous improvement
- Positive/Supportive: Inspires and shows faith in others, builds a positive and supportive work environment
- Flexibility: Ability to adapt to changing business needs. To balance multiple priorities and deliver under pressure

**Education:**

- Preferred: BA Degree or higher in business administration, economics or related field

**Experience:**

- Preferred: Previous experience in management positions related to supply chain management and / or implementation of supply chain technology.

**Tom Fletcher**

C.R. Fletcher Associates, Inc.

(315) 471-1000 ext. 21

[www.CRFletcher.com](http://www.CRFletcher.com)