

# SAMSUNG ELECTRONICS AMERICA, INC.

## JOB DESCRIPTION

JOB TITLE:

Supply Chain Analyst

BAND & GRADE (HR to complete):

DIVISION:

CED

EXEMPT or NON-EXEMPT (HR to complete):

DEPARTMENT:

SCM Planning

REPORTS TO (TITLE):

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**PURPOSE OF POSITION:** Briefly summarize the key responsibilities of the position and why this position exists.

This position is responsible for the overall monitoring and reporting on order and sellthru forecasts nationally and at account level. Provides sales support and supply chain management through inventory and forecast management to ensure proper flow of products to optimize sales efforts, manufacturing decisions, and delivery schedules.

This position ensures the availability of products and provides analysis for manufacturing decisions through forecasting, purchase orders, and inventory management.

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**ESSENTIAL DUTIES & RESPONSIBILITIES:** State the major activities and job results for which the position is responsible.

<u>Duties &amp; Responsibilities</u>	<u>Performance Standards</u> (How will duties be measured)
<p>Monitors product account activities to ensure management of order and sales forecasts of electronic products to North American customers:</p> <ul style="list-style-type: none"> <li>• Creates weekly / monthly BI reports concerning order and sellthru forecasts of major customers. Monitors seasonality and volatility of forecasts on a national and account level.</li> <li>• Responds to internal and external inquiries regarding reporting via BI database query system. Creates, edits &amp; runs queries per customer inquiry.</li> <li>• Analyzing &amp; reporting sell through &amp; channel inventory trends both nationally and regionally for all major accounts</li> <li>• Monitoring and publishing Supply Chain Key Performance Indicators, identifying exceptional cases and analyzing those metrics for potential process improvements.</li> <li>• Manage Samsung's Collaborative Planning Forecasting &amp; Replenishment (CPFR) process for key customers.</li> <li>• Forecasting sell through for multiple accounts using statistical &amp; event-driven analysis.</li> <li>• Managing account level material master data and Product Life Cycle information in global supply chain, global business network, and dashboard systems.</li> </ul>	<p>Measured by Department standard KPIs for business process to include AP1 accuracy, AP2 accuracy, channel inventory:</p> <ul style="list-style-type: none"> <li>• AP1 forecast accuracy</li> <li>• AP2 forecast accuracy</li> <li>• Sellthru forecast accuracy</li> <li>• Channel Inventory (WOS)</li> <li>• SCM Grade / Evaluation</li> <li>• Net Sales</li> <li>• Net Profit</li> <li>• CPFR Evaluation</li> </ul>

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**REQUIRED KNOWLEDGE, EDUCATION AND/OR EXPERIENCE:** List the special skills, technical knowledge, certification, experience or education a person would need to assume this position.

- Bachelor's degree or equivalent experience
- 1-2+ years of experience or demonstrated knowledge of supply chain operations related to employee's specific area of work, and general knowledge of overall supply chain operations
- Ability to identify and predict standard problems within the supply chain cycle and may approve standard changes in the absence of the department manager
- Works on problems of moderate scope where routine analysis of data requires evaluation of identifiable solutions
- Exercises judgment within defined practices and policies in selection of methods and techniques for obtaining solutions

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**MAJOR CONTACTS:** Identify other departments for people that have a direct impact on position. Describe the nature of contacts with them.

- Internal:
  - works with various department staff to track and monitor forecasts
  - works with ADC to support logistics
  - works with Marketing & Sales for report inquiries
  - submits updated daily and weekly reports to international operations
- External: regular routine contact with internal and external customer

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**SUPERVISORY RESPONSIBILITIES:** List title and number of any employees reporting to position.

- Indirect supervisory responsibility only: Provides general guidance on a day to day basis of Analysts. May assign and verify work of Analysts. Provides fundamental training to new staff. Provides performance input to the department Director for Analysts.

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**MANAGER SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**HUMAN RESOURCES SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTES:**

## Senior Supply Chain Planner

Ridgefield Park, New Jersey  
Samsung Electronics America, Inc. (SEA)

### Position Information

This position is responsible for the overall monitoring and reporting on order and sellthru forecasts nationally and at account level. Provides sales support and supply chain management through inventory and forecast management to ensure proper flow of products to optimize sales efforts, manufacturing decisions, and delivery schedules.

This position ensures the availability of products and provides analysis for manufacturing decisions through forecasting, purchase orders, and inventory management.

### Common Essential Duties & Resp.

Monitors product account activities to ensure management of order and sales forecasts of electronic products to North American customers:

- Creates weekly / monthly BI reports concerning order and sellthru forecasts of major customers. Monitors seasonality and volatility of forecasts on a national and account level.
- Responds to internal and external inquiries regarding reporting via BI database query system. Creates, edits & runs queries per customer inquiry.
- Analyzing & reporting sell through & channel inventory trends both nationally and regionally for all major accounts
- Forecasting sell through for multiple accounts using statistical & event-driven analysis.
- Monitoring and publishing Supply Chain Key Performance Indicators, identifying exceptional cases and analyzing those metrics for potential process improvements.
- Manage Samsung's Collaborative Planning Forecasting & Replenishment (CPFR) process for key customers.
- Managing account level material master data and Product Life Cycle information in global supply chain, global business network, and dashboard systems.

### Necessary Skills / Attributes

- Bachelor's degree or equivalent experience
- 3+ years of experience or demonstrated knowledge of supply chain operations related to employee's specific area of work, and general knowledge of overall supply chain operations
- Ability to identify and predict standard problems within the supply chain cycle and may approve standard changes in the absence of the department manager
- Works on problems of moderate scope where routine analysis of data requires evaluation of identifiable solutions
- Exercises judgment within defined practices and policies in selection of methods and techniques for obtaining solutions