

Job Title: Business Analyst
Requisition #: NY7216
Area of Interest: Supply Chain/Fulfillment
Business Division: Corp-Manufacturing & Logistics
Wkly Std Hours: 35
Days Per Week: Std Work Week (Mon - Fri)
Position Type: Full-Time Regular
City: New York - SoHo
State: New York

Description: Scholastic (NASDAQ: SCHL), the global children's publishing and media company, has a corporate mission of instilling the love of reading and learning for lifelong pleasure in all children. Recognizing that literacy is the cornerstone of a child's intellectual, personal and cultural growth, for more than 80 years, Scholastic has created quality products and services that educate, entertain and motivate children. For more information, please visit our website at: www.scholastic.com

Scholastic is currently seeking a: **Business Analyst**

The Supply Chain Business Analyst will provide support to three teams who manage a wide range of business applications. He or she will work on system enhancements, business process design, QA and rollout, as well as support data and reporting requests that originate from across the supply chain and manufacturing organization.

This is an excellent opportunity to become involved in a wide range of operational and strategic activities while gaining technical knowledge and supply chain experience. The right candidate will be flexible, self motivated and able to work on multiple projects at once.

Key Responsibilities:

- Managing production support and enhancement requests
 - a) Communicate with the Supply Chain user community and Information technology to efficiently define enhancements
 - b) Manage enhancements and production support requests through define, design, implementation and postproduction QA.
 - c) Review technical design, perform data and impact analysis for the entire supply chain system infrastructure

- Data Integrity/Production Support
 - a) Identify root causes of data issues affecting the integrity of Scholastic's supply plans and define and implement systemic solutions to these issues.
 - b) Monitor job and error logs to ensure that scheduled processes are running properly.

- Perform ongoing and ad-hoc analyses
 - a) Create ad hoc reports based on business stakeholders request around operational analysis
 - b) Conduct long-term analysis on key operational parameters around Demand and Supply Planning, Inventory management, operational and financial figures and product life cycle
 - c) Present analysis results to business stakeholders for integration into business process or corrective action planning

Requirements:

Requirements/ Skills:

- Understanding of basic supply chain concepts
- Understanding of operational analysis and metric
- Knowledge of transactional data and database models
- Flexibility to work on various projects simultaneously
- Interpersonal skills, Verbal and written communications, and Organization skills
- Advanced Access, Excel, Visual Basic & SQL Skills for data extraction, manipulation, custom programming & reporting, SAS, MiniTab or other statistical tool
- SQL Server & Reporting Services experience highly desirable
- Query tools & SQL experience highly desirable
- Supply Chain knowledge highly desirable
- IT Project management a plus