



| | | | |
|-----------------------------|--|------------------------------------|-----|
| Job Title: | Operational Analysis Coop | Number of Direct Reports: | 0 |
| Reports to (Title): | Associate Director of Operational Analysis and Process Improvement | Number of Indirect Reports: | 0 |
| Organizational Unit: | Operations – Supply Chain | Next Career Opportunity: | N/A |
| Position Type | Part time | | |

JOB SUMMARY (OVERALL PURPOSE/FUNCTION OF THE JOB):

- The Supply Chain Analyst will be responsible for these key areas:
- Perform ongoing and ad-hoc analyses on key operational parameters
 - Working with users to improve existing business processes
 - Maintaining and providing training for all key Supply Chain applications

KEY ROLES & RESPONSIBILITIES

- 1) 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
- 2) Working with users to improve existing business processes
 - a. Providing analytical support to determine the efficiencies of SC systems and processes inclusive of improvement projects, recommendations, workflows and data management.
 - b. Contribute to analysis and operational metrics around supply chain issues or performance standards
 - c. Supply Chain process improvement through the development of hypotheses, models, and analyses
 - d. Support end users to improve existing business processes, design, test and implementation of system enhancements as they related to Supply Chain data repositories or metrics.
- 3) Maintaining and providing training for all key Supply Chain applications and reporting
 - a. Conduct training on new metrics and the agreed upon usage of such in the business process
 - b. Maintain reports accuracy, validity and schedules as applicable
 - c. Recommend data clean-up or maintenance to the business.

SKILLS & CAPABILITIES:

- A. Team and Relationship Management Skills
 - Strong problem solving skills inclusive of statistical testing
 - Strong analytical skills inclusive of time series and regression analysis models
 - Attention to detail
 - Root cause analysis
 - Project Management
- B. Professional/Workplace 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

- Organization skills

C. Technical and Analytical

- 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

Contact: Mona Perkins, MPerkins@Scholastic.com