

**JORDAN MANUFACTURING COMPANY, INC.**  
**JOB DESCRIPTION**

**Job Title:** Demand Planner

**Reports To:** Category Management

**Summary of duties and responsibilities:** Jordan Manufacturing is seeking a reliable Demand Planner who has ownership of demand planning activities for our largest customers and most strategic product categories. The planner is responsible for ensuring the demand planning process delivers a reliable forecast as a key input to the supply planning system. The planner will drive improvements to the current processes and document/train the appropriate cross functional team members to ensure the improvements are sustained. The planner will uphold and practice standard work procedures to ensure the demand planning operation is as efficient as possible.

**Primary duties and responsibilities:**

1. Working with the Go to Market team, Sourcing, Manufacturing, Supply Planning and Finance teams in the Sales and Operations Planning process to assure alignment between the forecast, supply plans, and financial plans.
2. Communicates and collaborates with internal and external partners involved in the customer order fulfillment process to ensure timely delivery of goods via sound planning strategies.
3. Developing and monitoring process metrics to drive process conformance, problem solving and improvement.
4. Identifying quantified risks within the demand plan, reviewing gaps with the Product and Analytics teams, and developing appropriate countermeasures for resolution.
5. Serving as the single point of contact for facilitation between Demand Planning, Product Management, and the Strategic Supply Chain team.
6. Managing directly and indirectly the formulation of SKU/DC for replenishment, promotions, advertising, events, seasonal volumes and adds/deletes and validating plans directly with the customer.
7. Create and/or maintain forecasting models for each item at each stocking location and for every major customer within designated product lines to achieve established forecast accuracy goals.
8. Executing the demand planning process, clarifying ambiguity, developing approaches to new conditions, addressing bias, and delivering forecasts of unconstrained item demand.
9. Leading the forecast collaboration process with Product Management and Analytical Sales teams to provide a baseline dollar forecast for lower-level (bottoms-up) forecast alignment.
10. Collaborates with, and challenges where appropriate, the Product Management and Analytics team to drive alignment on baseline forecasts.
11. Managing system generated statistical forecast for SKU/Distribution Center inconsistencies and influencing system across the planning horizon by utilizing customer prior shipments, POS data, knowledge of business sales trends, and strategic business plans.

12. Manage demand history to realign forecasts based on item version changes, customer entity changes, etc.
13. Update forecasts to assist in the conversion (run out) from one item to another.
14. Prepare and present the demand plan and its assumptions, drivers, and risks during demand and operations consensus meetings.
15. Communicating with plants, Supply Planning, Sales and Finance to ensure translation of the demand plan across and through the organization.
16. Problem solving the highest causes of error by researching error, determining root cause, and driving for improvement.
17. Supporting growth and innovation as a thought leader on developing, monitoring, and changing of the demand plan.
18. Contribute to the success of the overall business by representing supply chain interests in cross-functional project teams to implement changes to business processes.
19. Operate as a strategic thought leader/change agent working collaboratively with the supply chain teams on priority initiatives that optimize service, inventory, and cost for the total value chain.
20. Ensure the 2-year demand plan time fence drives value and appropriate discussions in strategic Supply Chain planning.
21. Mentors and trains team members on systems and processes as well as trading partners and groups in other cross functional departments.
22. Identifies opportunities for improvement, makes constructive suggestions for change and drive for results.
23. Performs other duties as required.

**Education/ Training/ Experience:**

1. College degree in Supply Chain Management, Engineering, Business Management, or related technical field.
2. Minimum 5 years' experience across multiple aspects of Supply Chain.
3. Held previous roles in inventory management, manufacturing planning, and/or forecasting.
4. Experience dealing directly with customers.
5. Experience utilizing lean principles and tools (Flow, Pull, VSM, Kanban, Kaizen, etc).
6. Power BI experience a plus.

**Skills:**

1. Critical thinking, strategic, and problem-solving skills.
2. Systems Experience (ERP, Statistical Modeling, Demand Systems).
3. Skilled user of Microsoft Office suite, especially in spreadsheet data development and analysis.
4. Ability to process and analyze large amounts of data to make precise recommendations.
5. Change agent-willing to challenge the status quo.
6. Strong verbal and written communications and interpersonal skills across all levels of the organization.
7. Work effectively in a constantly changing, fast paced team environment.

8. Manage your own schedule and exhibit flexibility to support multiple projects while meeting all deadlines.
9. Strong results orientation and work ethic; able to work independently.

**Physical environment/ Working conditions:** The position is in the office and could involve sitting, standing, and walking throughout the day. Occasional travel required to Company, customer and/or partner locations in support of supply chain initiatives.

**Other:** Must be team and goal oriented